

ELEKTRAL ELEKTROMEKANİK SAN.VE TİC.A.Ş.

LIGHTING TEXT ON THE PROTECTION OF PERSONAL DATA

ELEKTRAL ELEKTROMEKANİK SANAYI VE TİCARET A.Ş., which holds the title of data controller within the scope of the Constitution of the Republic of Turkey and the international conventions to which our country is a party regarding human rights, and the Law on the Protection of Personal Data No. 6698 ("Law"). Regarding your personal data processed or to be processed by the ("Company"); Information on the environment and conditions of the said data processing activity and the rights and obligations of both you and ELEKTRAL ELEKTROMEKANİK SAN VE TİC A.Ş. are given below.

I. Collection Methods of Your Personal Data and Their Legal Reasons

Your personal data, while performing our activities as a company; It is collected by our Company through different channels in order to ensure full compliance with the legislation, Company policies and assumed obligations. Your personal data can be processed and transferred in accordance with the basic principles stipulated in the Law, within the scope of the personal data processing conditions specified in Articles 5 and 6 of the Law, and for the purposes specified in this Clarification Text.

Your personal data; It will be processed for specific, clear and legitimate purposes, in connection with the purposes of processing, limited and measured, but accurately and up-to-date, as stipulated by the law and the rule of good faith.

II. Processing of Your Personal Data

Your personal data may vary depending on the service, product or commercial activity provided by the company; automatically or non-automatically, our office departments, website, social media channels, mobile applications, events, fairs, promotions and similar means are collected verbally, in writing or electronically. Your general and special personal data can be processed for the following purposes:

- Name and surname, TR ID number, place and date of birth, marital status, gender and other identity data,
- Address, telephone number, e-mail address, fax number and other contact data,
- Identity registration sample information, criminal record, military status certificate,
- Driver's license, professional association membership information, diploma information on educational status,
- Health report information, blood group information,
- Financial data such as bank account number, IBAN number, billing information, salary and labor receivables and payment information,
- Vehicle data, license plate information, driver's license information, tax number and signature data/signature circular,
- Personal data obtained through e-mail, letter or other means, and digital trace data in case of visiting the website,
- Visa information, passport information, residence-work permit document,

- Health data, visual data such as a photograph of the person,
- If you visit our facilities and offices, your footage of camera recordings,
- Data we obtain through our sales and after-sales services,
- If you apply for a job to our company, your other personal data, including the CV (criminal record) provided in this regard, and, if you are a Company employee or related employee, your data required for the creation of the personnel file, your service contract and any personal data related to your work inclination,
- In addition, if you submit your information to us with the request form on our website and visit our website, your personal data may be processed.

Your personal data;

- In terms of employees; Creation of the personal file, determination of whether it is capable of constantly fulfilling the requirements of the job, making private health insurance,
- Sharing the necessary information with public institutions and organizations so that the personnel can be assigned to the relevant public institutions or organizations,
- Realization of after-sales services,
- Determining the strategies related to our company's field of activity,
- Issuing invoices and following reconciliations,
- Communicating during material procurement and post-purchase shipment, waybill, invoice controls,
- To be able to verify identity,
- Managing customer satisfaction and complaints and answering incoming questions,
- Contacting potential customers in fairs, exhibitions, sponsorships and similar potential customer events organized to increase brand awareness, making active visits and event planning, and thus identifying potential consumers and informing consumers about campaigns,
- Carrying out studies to improve service quality and providing better service,
- Presenting the benefits of specialized institutions to their customers in order to receive services and technology services on subjects that do not fall within their area of expertise,
- Keeping current accounts,
- Procurement of services from external sources,
- Providing financial reconciliation with relevant business partners and other third parties regarding the products and services offered,
- Obtaining the necessary information and approvals in line with the requests and inspections of regulatory and supervisory institutions and official authorities, as well as from the authorities that will examine the applications,
- Preservation of information regarding the data that must be kept in accordance with the relevant legislation,
- Keeping visitor records within the framework of ensuring building security,

- In return for the work done by the employees during the month; salary calculation, SSI premiums, overtime-salary amounts, BES payments
- Transmitting all kinds of labor receivables and compensation payments to the right channels regularly and completely.
- Implementation of training, organization, travel and other procedures for employees

In addition, it can be processed for the purposes of sales of company products, execution and development of after-sales services, analysis of products and services, marketing activities, obtaining financial reports and analysis, legal follow-up and similar purposes. While the company processes your personal data, it takes technical and administrative measures related to possible technological support and makes periodic studies and improvements on data security and privacy.

III. Transfer of Your Personal Data

Your processed personal data; In accordance with the basic principles stipulated by the Law and within the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law, in order to carry out our commercial activities in accordance with the legislation and company policies, it can be shared with our employees within our Company, in order for our business units to carry out the necessary studies in this direction. In line with the purpose of the service, it can be shared with the regulatory and supervisory authorities, our suppliers, our business partners in the country and abroad, and legally authorized public institutions and organizations, the relevant public institution/organization in the works received by tender, and may be transferred in the country and abroad in cases stipulated by the relevant legislation.

IV. Your Rights Under the Law as a Data Owner

Pursuant to Article 11 of the Law, you have the following rights regarding your personal data,

- Learning whether your personal data is processed,
- If your personal data has been processed, requesting information about it,
- To learn the purpose of processing your personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred at home or abroad,
- Requesting correction of personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing cease to exist, even though it has been processed in accordance with the provisions of the law and other relevant laws, and requesting the notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,

- Demanding the compensation of the damage in case of loss due to unlawful processing of personal data.

In the application containing your explanations regarding the right that you have as a personal data owner and that you will make and request to use your rights mentioned above, the subject you request is clear and understandable, the subject you request is related to you or if you are acting on behalf of someone else, you must be specifically authorized in this regard, and This authorization must be documented, the application must contain identity and address information, and documents proving your identity must be attached to the application. Applications made to us will be returned in writing or electronically within 30 days at the latest from the date of receipt of your request.

V. Data Security

The Company protects your personal data within the framework of information security standards and procedures, in full compliance with all technical and administrative security measures to be taken. The said security measures are provided at a level appropriate to possible risks, taking into account the technological possibilities.

In order for you to contact the company regarding the issues in the above lighting text, the contact information is given below.

This Clarification Text is an annex and an integral part of your requests for all kinds of contracts and service procurement you have signed with the company.

ELEKTRAL ELEKTROMEKANIK SANAYI VE TICARET A.S.

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