

## INFORMATION NOTICE

ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ (“Company”/“Companies”) places utmost importance on the security of your personal data. With this awareness, all personal data processed as the Data Controller is processed and protected in compliance with the Personal Data Protection Law No. 6698 (KVKK). In order to inform you about your rights with this sense of responsibility, this information notice has been prepared by ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ as the Data Controller, in accordance with Article 10 of the Personal Data Protection Law No. 6698 and the Communiqué on the Procedures and Principles of Fulfillment of the Obligation to Inform.

### WHAT PERSONAL DATA DO WE PROCESS?

Your personal data will be processed in accordance with the fundamental principles stipulated by the Personal Data Protection Law (KVKK) and within the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK, including the following purposes:

- Fulfillment of activities within the scope of projects conducted by our company in compliance with contracts, legislation, and company policies,
- Planning and execution of human resources policies and processes,
- Ensuring the commercial and legal security of individuals with whom our company has business relations, and following up legal processes,
- Execution of Procurement Processes for Goods/Services,
- Execution of Contract Processes,
- Providing Information to Authorized Individuals, Institutions, and Organizations,
- Execution of Customer Relationship Management Processes,
- Evaluation and follow-up of requests and complaints,
- Ensuring physical space security,
- Continuation of information security activities and compliance with the requirements of Law No. 5651,
- Providing announcements and information sharing through our website.

### METHOD AND LEGAL BASIS OF PERSONAL DATA COLLECTION

Your personal data are collected through all kinds of verbal, written, or electronic means, in line with the purposes stated above, in order for the Company to provide the products and services within the defined legal framework. The purpose of this data collection is to ensure that our Company fulfills its contractual and legal obligations completely and accurately and to provide the products and services offered by the Company in accordance with the specified legal framework. Within the scope of this legal basis, your personal data collected for this purpose can be processed and transferred for the purposes stated in articles (1) and (2) of this text, within the personal data processing conditions and purposes specified in Articles 5 and 6 of the Personal Data Protection Law (KVKK).

### PURPOSES OF PROCESSING YOUR PERSONAL DATA

Your personal data may be processed by the Company for the purposes and legal reasons stated below.

To fulfill the conditions and terms for the implementation of contracts between us and to fulfill our legal obligations:

- Coordination and execution of tasks and communication related to the goods and services provided to the Company by you or the company you represent, and quality control and evaluation of service/contract performance
- Keeping financial and accounting records, creating current accounts, and conducting payment/collection transactions
- Information used in the payment through the acceptance and endorsement of promissory notes or checks issued on behalf of the supplier.
- Hiring services when needed for the Company
- For the administration of the Company, the conduct of the business, the implementation of company policies, especially; Creating an approved supplier and customer list
- To assert our defense rights or to fulfill our legal obligations if requested within the scope of a legal process conducted in accordance with the law.
- To protect the commercial reputation of our Company and the trust it has established,
- Keeping financial and accounting records, creating current accounts, and conducting payment/collection transactions,

Your personal data will be retained for a maximum period as required by the relevant legislation or as long as necessary for the purpose for which they were processed, and in any case, for the statutory limitation periods.

## **SHARING YOUR PERSONAL DATA WITH THIRD PARTIES**

Your personal data may be shared with third parties, such as institutions, banks, companies partnering with the Company for the purpose of managing our internal affairs, to the extent required by the activity, commercial, administrative, or contractual relationship of the Company.

## **TRANSFER OF DATA ABROAD**

Your personal data may be transferred by ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ in accordance with the principles set forth in Article 4(2) of the Personal Data Protection Law (KVKK) through obtaining explicit consent or without obtaining explicit consent in cases foreseen in Articles 5(2) and 6(3) of the law, and in accordance with the rules set forth in Article 9 of the law. After adequate protection is declared in foreign countries identified by the Personal Data Protection Board ("Board") under the KVKK, your data may be transferred only to individuals and organizations located in these countries without obtaining explicit consent. For countries where adequate protection has not been determined and announced, your data may be transferred only in cases where data controllers in Turkey and in the relevant foreign country provide adequate protection in writing and obtain the Board's permission for the specific transfer.

## **THE RIGHTS OF THE PERSONAL DATA OWNER AS STATED IN ARTICLE 11 OF THE KVKK LAW**

As personal data owners, if you submit your requests related to your rights to our Company through the methods outlined in this Information Note, our Company will respond to your request free of charge within thirty days at the latest, depending on the nature of the request. However, if a fee is stipulated by the Personal Data Protection Board, our Company will charge the fee specified in our tariff. In this context, personal data owners have the right to:

- Learn whether their personal data is being processed,
- Request information if their personal data has been processed,
- Learn the purpose of processing their personal data and whether it is used in accordance with its purpose,

- Know the third parties to whom their personal data is transferred, domestically or abroad,
- Request correction if their personal data is processed inaccurately or incompletely and request the notification of the correction made to third parties to whom their personal data has been transferred,
- Request deletion or destruction of their personal data in case the reasons requiring its processing cease to exist, despite being processed in accordance with the KVKK Law and other relevant laws, and request the notification of this action to third parties to whom their personal data has been transferred,
- Object to the occurrence of a result against them due to the analysis of the processed data exclusively through automated systems,

In the event of suffering damage due to the unlawful processing of personal data, they have the right to request the elimination of the damage.

In accordance with Article 13(1) of the KVKK Law, you can submit your request to exercise the rights mentioned above to our Company in writing or through other methods determined by the Personal Data Protection Board. Since the Personal Data Protection Board has not yet specified any methods, you are required to submit your application to our Company in writing, in accordance with the KVKK Law. In this context, the channels and methods through which you can submit your application in accordance with Article 11 of the KVKK Law to our Company are explained below.

To exercise your rights mentioned above, you can send your request containing necessary information to identify your identity and explanations regarding the right you wish to exercise, in accordance with Article 11 of the KVKK Law, via email to [cakirinsaattld@hs01.kep.tr](mailto:cakirinsaattld@hs01.kep.tr) or by applying in person to the following address: Şerifali Mah. Çetin Cad. Kible Sok. No:5-1/3 Ümraniye/İSTANBUL.