

ELEKTRAL ELEKTROMEKANİK SAN. VE TİC. A.Ş.

INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA

With regard to your personal data processed or that may be processed by ELEKTRAL ELEKTROMEKANİK SANAYİ VE TİCARET A.Ş. (the “Company”), which acts as the data controller within the scope of the Constitution of the Republic of Türkiye and the international conventions to which our country is a party regarding human rights, as well as the Law No. 6698 on the Protection of Personal Data (the “Law”); information is provided below on the environments and conditions under which such data processing activities are carried out and on the rights and obligations of both you and ELEKTRAL ELEKTROMEKANİK SAN. VE TİC. A.Ş. in this respect.

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

Your personal data are collected through various channels by our Company in the course of conducting our activities, in order to ensure full compliance with legislation, Company policies and undertaken obligations. Your personal data may be processed and transferred for the purposes set forth in this Information Notice in accordance with the fundamental principles stipulated in the Law and within the scope of the personal data processing conditions and regulations set forth in Articles 5 and 6 of the Law.

Your personal data will be processed for specific, explicit and legitimate purposes, in a manner that is lawful and in accordance with the principle of good faith, related to, limited and proportionate to the purposes of processing, and accurate and up to date.

II. Processing of Your Personal Data

Your personal data may vary depending on the service, product or commercial activity provided by the Company, and are collected verbally, in writing or electronically, through automatic or non-automatic methods, via our office departments, website, social media channels, mobile applications, events, fairs, promotions and similar means. Within the purposes set forth below, your personal data of a general nature and special categories of personal data may be processed, including:

- Identity data such as name and surname, Turkish ID number, place and date of birth, marital status, gender and other identity data,
- Contact data such as address, phone number, e-mail address, fax number and other communication data,
- Population register extract information, criminal record, military status document,
- Driver’s license, professional chamber membership information, diploma information regarding educational status,
- Health report information, blood type information,

- Financial data such as bank account number, IBAN number, invoicing information, salary and employee receivable information and payment information,
- Vehicle data, license plate information, driver's license information, tax number and signature data/signature circular,
- Personal data obtained via e-mail, letter or other means, and digital trace data in case of visiting the website,
- Visa information, passport information, residence/work permit document,
- Visual data such as health data and the person's photograph,
- Camera recordings/images in case you visit our facilities or offices,
- Data obtained through our sales and after-sales services,
- If you apply for a job at our Company, your CV and other personal data obtained in this regard (including criminal record), and if you are a Company employee or an affiliated employee, your data required for creation of the personnel file, and any personal data regarding your employment contract and your suitability for the job,

In addition, your personal data may be processed if you submit your information to us via the request form on our website and/or if you visit our website.

Your personal data may be processed for the following purposes, among others:

- For employees: creation of a personnel file, determination of whether the employee is continuously capable of fulfilling the requirements of the job, and provision of private health insurance,
- Sharing necessary information with public institutions and organizations so that personnel can be assigned at relevant public institutions or organizations,
- Provision of after-sales services,
- Determination of strategies related to our Company's field of activity,
- Issuance of invoices and monitoring reconciliations,
- Ensuring communication during the material supply phase and in shipment, dispatch note and invoice controls after purchase,
- Conducting identity verification,
- Managing customer satisfaction and complaints and responding to incoming questions,
- Contacting potential customers at fairs, exhibitions, sponsorships and similar potential customer events organized to increase brand awareness, planning active visits and events, thereby identifying potential consumers and informing consumers about campaigns,
- Carrying out efforts to improve service quality and to provide better service,
- Providing to customers the benefits of specialized organizations for services outside our area of expertise and for receiving technology services,
- Maintaining current accounts,
- Procuring services from external resources,
- Ensuring financial reconciliation with relevant business partners and other third parties regarding the products and services provided,

- Obtaining necessary information and approvals from regulatory and supervisory authorities and official authorities in line with their requests and audits, and from authorities that will review applications,
- Retaining information regarding data that must be stored pursuant to relevant legislation,
- Keeping visitor records within the scope of ensuring building security,
- For employees' work during the month: salary calculation; payment of SSI (SGK) premiums, overtime/salary amounts and private pension system (BES) payments,
- Ensuring that all employee receivables and severance/compensation payments of an employee leaving the job are transmitted through accurate channels regularly and completely,
- Implementation of trainings, organizations, travel and other procedures for employees,

In addition, the Company may process your personal data for purposes such as sale of products, execution and development of after-sales services, analysis of products and services, marketing activities, obtaining and analyzing financial reports, legal follow-up and similar purposes. While processing your personal data, the Company takes technical and administrative measures related to technological support to the extent possible and performs periodic studies and improvements regarding data security and privacy.

III. Transfer of Your Personal Data

Your processed personal data may be shared with our employees within our Company and, in line with the purpose of the service we provide, may also be shared with regulatory and supervisory authorities, our suppliers, our business partners located in Türkiye and abroad, and legally authorized public institutions and organizations, and with the relevant public institution/organization in works obtained by tender, in accordance with the fundamental principles stipulated by the Law and within the scope of the personal data processing conditions and purposes set forth in Articles 8 and 9 of the Law, in compliance with legislation and Company policies, and may be transferred domestically or abroad in cases stipulated in relevant legislation.

IV. Your Rights as a Data Subject Under the Law

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

- To learn whether your personal data are processed,
- If your personal data have been processed, to request information regarding such processing,
- To learn the purpose of processing of your personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom your personal data are transferred domestically or abroad,

- To request correction of your personal data if they are processed incompletely or incorrectly and, within this scope, to request that the transaction carried out be notified to third parties to whom the personal data have been transferred,
- To request deletion or destruction of your personal data where the reasons requiring processing cease to exist, even though your personal data have been processed in accordance with the Law and other relevant laws, and, within this scope, to request that the transaction carried out be notified to third parties to whom the personal data have been transferred,
- To object to the occurrence of a result against you by analyzing the processed data exclusively through automated systems,
- To request compensation for damages in case you suffer damage due to unlawful processing of your personal data.

In your application to exercise your rights as a personal data owner as stated above, you must include explanations regarding the right you request to exercise; your request must be clear and understandable; the requested matter must relate to you personally, or, if you act on behalf of another person, you must be specifically authorized and you must document such authorization; the application must include identity and address information; and documents verifying your identity must be attached. Responses to applications submitted to us will be provided in writing or electronically within a maximum of 30 days from the date your request reaches us.

V. Data Security

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

Contact information is provided below so that you can contact the Company regarding the matters set forth in this information notice.

This Information Notice is an annex and an integral part of any and all agreements you have signed with the Company and of your requests for service procurement.

ELEKTRAL ELEKTROMEKANİK SANAYİ VE TİCARET A.Ş.

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