



Enquiry Form

Document Name

Personal Data Protection Policy

Author

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In cases where there is a discrepancy between the Turkish language in which the policy is prepared and any translation situation, the Turkish text should be taken into consideration.

Sarbak Metal A.Ş., 2018

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PERSONAL DATA PROTECTION POLICY

I. COMMITMENT TO DATA PRIVACY

- 1.1. This Personal Data Protection Policy ("**Policy**"), Sarbak Metal San. ve Tic. A.Ş. ("Company") determines the principles to be followed within the Company and/or by the Company when fulfilling its obligations to protect Personal Data and processing Personal Data in accordance with the provisions of the relevant legislation, especially the Law on the Protection of Personal Data No. 6698.
- 1.2. The Company undertakes to act in accordance with this Policy and the procedures to be applied in accordance with the Policy in terms of the Personal Data within its own structure.

II. PURPOSE OF THE POLICY

The main purpose of this Policy is to determine the principles regarding the methods and processes for the protection of Personal Data by the Company .

III. POLİTİKANIN KAPSAMI

- 3.1. This Policy covers all activities related to the Personal Data processed by the Company and applies to such activities.
- 3.2. This Policy does not apply to data that does not qualify as Personal Data.
- 3.3. This Policy may be amended from time to time with the approval of the Board of Directors if required by the KVK Regulations or when deemed necessary by the Data Controller of the Company.

IV. TANIMLAR

The definitions in this Policy contain the following meanings;

"Explicit Consent" refers to the consent that the **Data Subject** discloses with free will based on being informed about the processing of their Personal Data.

"Anonymization" means that Personal Data cannot be associated with an identified or identifiable natural person under any circumstances, even if it is matched with other data.

"Anonymized Data" means data that cannot be related to a natural person in any way.

"Personal Data" means any information relating to an identified or identifiable natural person (the term "Personal Data" within the scope of this Policy shall include, to the extent appropriate, the "Personal Data of Special Nature" defined below).

"Personal Data Processing" means the acquisition, recording, storage, preservation, modification, reorganization, disclosure, transfer, takeover, making available, classification or use of Personal Data by fully or partially automatic means or by non-automatic means provided that it is part of any data recording system. refers to any operation done on the data, such as its blocking .

"Committee" refers to the committee of the Company (ISMS Management, Quality Management, Integrated Management System Management, Human Resources Management, Occupational Health and Safety Management, Accounting Manager) responsible for the fulfillment of this Policy and the procedures to be applied in accordance with the Policy.

"Board" means the Personal Data Protection Board within the State.

"Authority" means the Personal Data Protection Authority within the State.

"KVKK" refers to the Law on the Protection of Personal Data No. 6698.

"KVK Regulations" Law No. 6698 on the Protection of Personal Data and other relevant legislation for the protection of Personal Data, binding decisions, policy decisions, provisions, instructions issued by regulatory and supervisory authorities, courts and other official authorities to protect data means applicable international agreements and any other legislation.

"KVK Procedures" refers to the current KVK procedures that are approved and put into force by the Board of Directors and determine the obligations that the Company, employees and the Data Controller must comply with under this Policy .

"Special Quality Personal Data" means the race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing and clothing, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.

"Deletion or Deletion" is the process of making Personal Data inaccessible and unreusable for the relevant users in any way.

"Data Inventory" means the inventory containing information such as Personal Data Processing processes and methods, purposes of Personal Data Processing, data category, third parties to whom Personal Data is transferred, etc. for the Company's Personal Data Processing activities .

" **Data Processor**" means the natural or legal person who processes Personal Data on behalf of the Data Controller with the authorization of the Data Controller.

"**Data Subject**" means all natural persons whose Personal Data is processed by or on behalf of the Company.

"**Data Controller**" refers to the natural or legal person who determines the purposes and means of processing personal data and manages the place where the data is kept systematically (data recording system).

"**Destruction**" The destruction of personal data is the process of making personal data inaccessible, irretrievable and unusable by anyone in any way.

V. PRINCIPLES OF PERSONAL DATA PROCESSING

5.1. Processing of Personal Data in Compliance with Law and Honesty Rules

Personal Data is processed by the Company in accordance with the law and good faith rules and on the basis of proportionality .

5.2. Taking the Necessary Measures to Ensure that the Personal Data is Accurate and, When Necessary, Up-to-Date

The Company takes all necessary measures to ensure that the Personal Data is complete, accurate and up-to-date and updates the relevant Personal Data in case the Data Subject requests changes to the Personal Data.

5.3. Processing of Personal Data for Specific, Legitimate and Explicit Purposes

Before the Processing of Personal Data, the purpose for which the Personal Data will be processed is determined by the Company. In this context, the Data Subject is illuminated within the scope of KVK Regulations and when necessary, Open Their consent is obtained.

5.4. Related, Limited and Proportionate Personal Data to the Purpose for which They Are Processed

The Company processes Personal Data only in exceptional cases within the scope of KVK Regulations (Article 5.2 and Article 6.3 of KVKK) or in accordance with the purpose within the scope of the Explicit Consent obtained from the Data Subject (Article 5.1 ve Article 6.2 of KVKK) and in accordance with the principle of proportionality.

5.5. Retention of Personal Data as Necessary and Subsequent Deletion

- 5.5.1.** The Company retains Personal Data for as long as necessary in accordance with the purpose. In the event that the Company wishes to retain Personal Data for a period longer than the period stipulated in the KVK Regulations or required by



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the purpose of Personal Data Processing, the Company acts in accordance with the obligations specified in the KVK Regulations.

- 5.5.2.** After the expiry of the period required by the purpose of Personal Data Processing, Personal Data is Deleted, Destroyed or Anonymized. In this case, it is ensured that the third parties to whom the Company transfers the Personal Data also delete, destroy or anonymize the Personal Data.
- 5.5.3.** The Data Controller is responsible for the operation of the Deletion, Destruction and Anonymization processes. In this context, if deemed necessary, the Procedure is established by the Data Controller.

VI. PROCESSING OF PERSONAL DATA

Personal Data can only be processed by the Company within the scope of the procedures and principles specified below.

6.1. Explicit Consent

- 6.1.1.** Personal Data is processed after the notification to be made within the framework of the fulfillment of the Clarification Obligation to the Data Subjects and if the Data Subjects give their explicit consent .
- 6.1.2.** Data Subjects are informed of their rights before explicit consent is obtained within the framework of the Disclosure Obligation.
- 6.1.3.** The Explicit Consent of the Data Subject is obtained by methods in accordance with the KVK Regulations. Explicit Consents are kept by the Company in a provable manner for the period required under the KVK Regulations.
- 6.1.4.** The Data Controller is obliged to ensure that the Disclosure Obligation is fulfilled in terms of all Personal Data Processing processes and that the Open Consent is obtained and maintained when necessary. All department employees processing Personal Data are obliged to comply with the voluntary instructions of the Data Controller, this Policy and the KVK Procedures annexed to this Policy.
- 6.1.5.** In order to ensure security by our Company, your personal data collected is subject to Article 5 of the Law. and 6. Within the framework of the personal data processing conditions and purposes specified in the articles, employees of the Company within the scope of ensuring the legal, technical and commercial-occupational safety of the relevant persons in business relations with the Company and ensuring the security of the buildings and raw materials belonging to the Company, to help ensure and protect the safety of customers and fixtures and to detect possible illegalities and to obtain evidence.
In this context, all cameras are recorded 24 hours a day, 7 days a week .

6.2. Processing of Personal Data without Explicit Consent

6.2.1 In cases where the Processing of Personal Data is foreseen without explicit consent within the scope of KVK Regulations (KVKK Articles 5.2 and Article 6.3), the Company may process Personal Data without obtaining the Explicit Consent of the Data Subject. In case of processing Personal Data in this way, the Company processes Personal Data within the limits set by KVK Regulations. This includes:

6.2.1.1. Personal Data may be processed by the Company without explicit consent in order to protect the life or body integrity of the Data Subject and/or a person other than the Data Subject who is unable to disclose his /her consent due to actual impossibility or whose consent is not recognized as legally valid .

6.2.1.2. If the conditions are met that it is directly related to the establishment, implementation, performance or termination of a contract, the Personal Data of the parties to the contract shall be processed by the Company without the explicit consent of the Data Subjects. can be processed.

6.2.1.3. If the Processing of Personal Data is mandatory for the Company to fulfill its legal obligation, the Personal Data may be processed by the Company without the Explicit Consent of the Data Subjects.

6.2.1.4. Personal Data that has been made public by the Data Subject may be processed by the Company without obtaining explicit consent.

6.2.1.5. If the processing of Personal Data without explicit consent is the only possible way to establish, use or protect a right, Personal Data may be processed by the Company within the knowledge of the Data Controller without explicit consent.

6.2.1.6. Personal Data may be processed by the Company without explicit consent if data processing is mandatory for the legitimate interests of the Company, provided that it does not harm the fundamental rights and freedoms of the Data Subject.

VII. PROCESSING OF PERSONAL DATA OF SPECIAL NATURE

7.1 Personal Data of Special Nature can only be processed if the Data Subject has the explicit consent or if the processing is explicitly required by law in terms of Personal Data of Special Nature other than sexual life and personal health data.

- 72.** Personal Data related to health and sexual life can only be used for the protection of public health, preventive medicine, medical diagnosis, execution of treatment and care services, planning and management of health services and their financing without obtaining explicit consent for the purpose of can be processed. Therefore, until otherwise stipulated in the KVK Regulations, personal health data and sexual life data can only be processed by the Company's physician who is under the obligation of explicit consent or confidentiality.
- 73.** When processing Personal Data of Special Nature, the measures determined by the Board are taken.
- 74.** In all cases requiring the Processing of Personal Data of Special Nature, the Data Controller is informed by the relevant employee.
- 75.** If it is not understandable whether a data is Personal Data of Special Nature, the relevant department obtains the opinion of the Data Controller.

VIII. DELETION, DESTRUCTION AND ANONYMIZATION OF PERSONAL DATA

- 8.1.** When the legitimate purpose for the Processing of Personal Data disappears, the relevant Personal Data is deleted, destroyed or anonymized. Situations that need to be deleted, destroyed or anonymized by personal and personal rites are followed by the Data Controller.
- 8.2.** The Data Controller is responsible for the operation of the Deletion, Destruction and Anonymization processes. In this context, if necessary, the procedure is established by the Data Controller.
- 8.3.** The Company does not store Personal Data with the possibility of its future use.

IX. TRANSFER OF PERSONAL DATA AND PROCESSING OF PERSONAL DATA BY THIRD PARTIES

The Company may transfer Personal Data to a third natural or legal person ("**Contractor**") in accordance with the KVK Regulations. In this case, the Company ensures that the third parties to whom it transfers Personal Data also comply with this Policy. In this context, the necessary protective regulations are added to the contracts concluded with the third party. The clause to be added to the contracts concluded with third parties to whom all kinds of Personal Data are transferred is obtained from the Data Controller. Each employee is obliged to go through the process in this Policy in case of transferring Personal Data. If the third party to whom the Personal Data is transferred requests a change in the article transmitted by the Data Controller, the situation is immediately notified to the Data Controller by the employee.

9.1. Transactional Data Transfer to Third Parties in Turkey

9.1.1. Personal Data, the exceptional data specified in Article 5.2 and Article 6.3 of the KVKK In other cases, without explicit consent or in other cases, provided that the explicit consent of the Data Subject is obtained (Article 5.1 and Article 6.2 of KVKK), it may be transferred by the Company to third parties located in Turkey.

9.1.2. The employees of the Company and the Data Controller are jointly responsible for ensuring that the transfer of Personal Data to third parties located in Turkey complies with the KVK Regulations.

9.2. Transfer to Third Parties Abroad

9.2.1. Personal Data, in exceptional cases specified in Articles 5.2 and 6.3 of the KVKK , without the Open Consent or in other cases provided that the Open Consent of the Data Subject is obtained (Article 5.1 and Article 5.1 and Article KVKK) 6.2) may be transferred by the Company to third parties located abroad.

X. COMPANY'S OBLIGATION TO PROVIDE CLARIFICATION

10.1. The company is in accordance with Article 10 of the KVKK. In accordance with its Article, it enlightens the Data Subjects before the Processing of Personal Data. In this context, the Company fulfills the Disclosure Obligation during the acquisition of Personal Data. The notification to be made to the Data Subjects within the scope of the Disclosure Obligation includes the following elements respectively:

- 10.1.1.** The identity of the Data Controller and his/her representative, if any,
- 10.1.2.** The purpose for which the Personal Data will be processed,
- 10.1.3.** To whom and for what purpose the Processed Personal Data may be transferred,
- 10.1.4.** The method and legal reason for collecting Personal Data,
- 10.1.5.** Rights of Data Subjects.

10.2. The company is in accordance with Article 20 of the Constitution of the Republic of Turkey and Article 11 of the KVKK. In accordance with the article, it makes the necessary information if the Data Subject requests information.

10.3. If requested by the Data Subjects, the Company shall notify the Data Subject of the Personal Data processed by the Data Subject.

10.4. The employee and the Data Controller who follow the relevant process are jointly responsible for ensuring that the necessary Disclosure Obligation is fulfilled before the Processing of Personal Data. In this context, if deemed necessary for the purpose of reporting each new processing process to the Data Controller, the KVK Procedure is established by the Data Controller.

10.5. In the event that the Data Processor is a third party other than the Company, the third party must undertake before starting the Personal Data Processing with a written contract that the third party will act in accordance with the obligations mentioned above. In cases where third parties transfer Personal Data to the Company, the clause to be added to the contracts is obtained from the Data Ask option. In the event that Personal Data is transferred to the Company by a third party, each employee shall proceed through the process set forth in this Policy.

is obligatory. If the third party transferring the Personal Data requests a change in the article transmitted by the Data Controller, the employee immediately notifies the Data Controller.

XI. RIGHTS OF DATA SUBJECTS

11.1. The Company responds to the requests of the Data Subjects whose Personal Data it holds in accordance with the KVK Regulations as follows:

- 11.1.1.** To learn whether Personal Data is processed by the Company,
- 11.1.2.** In case of processing of Personal Data, to request information about it,
- 11.1.3.** To learn the purpose of processing Personal Data and whether they are used in accordance with their purpose,
- 11.1.4.** To know the third parties to whom Personal Data are transferred domestically or abroad,
- 11.1.5.** In the event that the Personal Data is processed incompletely or incorrectly by the Company, to request their correction,
- 11.1.6.** Requesting the Deletion, Destruction or Anonymization of Personal Data by the Company in the event that the reasons requiring the processing of Personal Data to be evaluated in accordance with the principles of purpose, duration and legitimacy disappear,
- 11.1.7.** Requesting that the transactions carried out within the scope of Articles 11.1.5 and 11.1.6. be notified to third parties to whom personal data are transferred,
- 11.1.8.** In the event that the processed Personal Data is analyzed exclusively by automated systems, to object to this result in the event that a result arises against the Data Subject,
- 11.1.9.** To request the compensation of the Personal Data in case of unlawful processing and therefore the Data Subject suffers damage.

In cases where the Data Subjects wish to exercise their rights and/or think that the Company does not act within the scope of this Policy while processing the Personal Data, they may submit their requests to the e-mail address given below regarding the Data Controller, which may change from time to time, with a secure electronic signature or from time to time they can hand over to the mailing address that may change with a wet signed petition with identifying documents or send them through a notary.

Data Controller: Sarbak Metal San. ve Tic. Inc.

E-mail: sarbakmetalas@hs02.kep.tr

Mail: Eđitim Mah. Step Sok. Orjin Is Merkezi No: 10 - 18 Kat: 3 Daire
No:39 - 49 34722 Hasanpasa / Kadikoy / Istanbul

11.1.10. In the event that the Data Subjects submit their requests regarding the above-listed rights to the Company in writing, the Company shall conclude the request free of charge within thirty days at the latest according to the nature of the request. In the event that there is an additional cost related to the conclusion of the requests by the Data Controller su, the fees in the tariff determined by the Personal Data Protection Board may be requested by the Data Controller. The Data Controller accepts the request or by explaining the reason rejects and notifies the person concerned in writing or electronically of its response. If the request in the application is accepted, the Data Controller shall fulfill the requirement . If the application is due to the fault of the Data Controller, the fee received is refunded to the data subject.

XII. DATA MANAGEMENT AND SECURITY

- 12.1.** The Company appoints and ensures the creation of a Data Controller in order to fulfill its obligations under the KVK Regulations, to ensure and supervise the implementation of the KVK Procedures necessary for the implementation of this Policy, and to make recommendations for their operation.
- 12.2.** All employees involved in the relevant process are jointly responsible for the protection of Personal Data in accordance with this Policy and KVK Procedures.
- 12.3.** Personal Data Processing activities are supervised by the Company with technical systems according to technological facilities and application cost.
- 12.4.** Personnel who are knowledgeable in technical issues related to Personal Data Processing activities are employed.
- 12.5.** Company employees are informed and trained for the protection of Personal Data and their processing in accordance with the law.
- 12.6.** It is established in accordance with the KVK Procedure required to ensure that the employees who need access to the Personal Data in the Company have access to the Personal Data in question and the Data Controller is jointly responsible for its creation and implementation.
- 12.7.** Company employees can access Personal Data only within the scope of the authority defined to them and in accordance with the relevant KVK Procedure. Any access and transaction that the employee has made in excess of his authority is unlawful and is the reason for termination of the employment contract for a justified reason .
- 12.8.** If the Company suspects that the security of the Personal Data is not adequately ensured or if the Company detects such a security vulnerability, it immediately notifies the Data Controller.

- 12.9.** It is created by the Data Controller in accordance with the detailed up-to-date KVK Procedure for the security of Personal Data.
- 12.10.** Each person who is allocated a Company device is responsible for the security of the devices allocated for his or her use.
- 12.11.** Each employee of the Company or the person working within the Company is responsible for the security of the physical files in his / her area of responsibility.
- 12.12.** Requested or supplementary for the security of Personal Data within the scope of KVK Regulations In case of security measures to be requested, all employees are obliged to comply with additional security measures and to ensure the continuity of these security measures .
- 12.13.** In order to store Personal Data in secure environments, software and hardware including virus protection systems and firewalls are installed in accordance with technological developments.
- 12.14.** In order to prevent loss or damage to Personal Data in the Company , backup programs are used and adequate security measures are taken.
- 12.15.** The documents containing the Personal Data in the company are protected in locked rooms outside of working hours with encrypted (encrypted) systems. In these contexts, Personal Data is not stored in common areas and on the desktop. Files and folders etc. containing Personal Data etc. documents are not moved to the desktop or public folder, the information on the Company's computers cannot be transferred to another device such as USB etc. without the prior written consent of the Data Controller, and cannot be taken out of the Company.
- 12.16.** The Committee, together with the Board of Directors, to take technical and administrative measures for the protection of all Personal Data within the Company, to continuously follow the developments and administrative activities and to submit the application of the necessary up-to-date KVK Procedures to the approval of the Board of Directors , to announce them within the Company after approval and to provide them with is obliged to ensure and supervise its compliance. In this context, the Committee and the Data Officer organize the necessary trainings to increase the awareness of the employees.
- 12.17.** If a department within the Company Processes Personal Data of Special Nature, this department shall be informed by the Committee about the importance, security and confidentiality of the Personal Data they process and the relevant department shall act in accordance with the instructions of the Committee. Access to Personal Data of Special Nature is granted only to limited employees and their list and follow-up is carried out by the Committee.
- 12.18.** All Personal Data processed within the Company is considered as "Confidential Information" by the Company.

- 12.19.** The employees of the Company have been informed that their obligations regarding the security and confidentiality of Personal Data will continue after the termination of the employment relationship and a commitment has been received from the Company employees to comply with these rules.

XIII. EDUCATION

- 13.1.** The Company provides the necessary trainings to its employees on the protection of Personal Data within the scope of the KVK Procedures and KVKK Regulations included in the Policy and its annex.
- 13.2.** On the definition and protection of Personal Data of Special Nature in trainings applications are specifically mentioned.
- 13.3.** If the Company employee accesses the Personal Data physically or in a computer environment, the Company provides training to the relevant employee on these accesses (for example, the computer program accessed).

XIV. CONTROL

The Company has the right to inspect the compliance of all employees, departments and contractors of the Company with this Policy and KVK Regulations at all times and ex officio without any prior notification on a regular basis and carries out the necessary routine audits within this scope. The Committee and the Data Officer shall create a KVK Prosed product for these audits, submit it to the approval of the Board of Directors and ensure that the said procedure is implemented.

XV. VIOLATIONS

- 15.1.** Each employee of the Company shall report to the Committee the work, transaction or action that he / she considers to be contrary to the procedures and principles specified in the KVK Regulations and this Policy. In this context, the Committee prepares an action plan for the relevant violation in accordance with this Policy and KVK Procedures .
- 15.2.** As a result of the information provided, the Committee prepares the notification to be made to the Data Subject or the Authority regarding the violation, taking into account the provisions of the legislation in force on the subject, especially the KVK Regulations. The Data Controller carries out the correspondence and communication with the Authority.

XVI. RESPONSIBILITIES

Within the company, the responsibilities are in the form of employee, department, Data Controller respectively. In this context;

- 16.1.** The Committee responsible for the implementation of the Policy and the Data Controller are appointed by the Board of Directors of the Company by the decision of the Board of Directors and changes in this context are also made in the aforementioned way.

XVII. CHANGES TO THE POLICY

- 17.1.** This Policy may be amended by the Company from time to time with the approval of the Board of Directors.
- 17.2.** The Company shares the updated text of the Policy with its employees via e-mail so that the changes it makes to the Policy can be examined or makes it available to employees and Data Subjects via the web address below.

Relevant web address: <http://www.sarbak.com.tr/>



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XVIII. EFFECTIVE DATE OF THE POLICY

This version of this Policy was approved by the Board of Directors of the Company on **22.06.2018** and entered into force.

ANDON ARAKELYAN

Sarbak Metal Tic. ve San.
Inc. Chairman of the
Board of Directors