

**ENLIGHTENMENT FORM REGARDING THE PROCESSING OF DATA (CUSTOMER)**

**IN PURSUANT TO NO. 6698 LAW ON THE PROTECTION OF PERSONAL DATA (PDPL)**

**Article 1 – Identity of the Data Controller**

1.1. TRB 360 (Will be shortened to “TRB 360” or “Company” hereinafter.) bears the title of the “Data Controller” and performs the necessary adaptational work to fulfil the responsibilities created by this role. This enlightenment text clarifies how TRB 360 processes personal data, types of data processed, purposes for processing data, the sharing/transfer of information to institutions and organizations as necessary, the physical or electronic environments where the data is held and how the data is protected where the data in question is held within the Company due to business relations established with TRB 360’s customers, this text is to be updated and published in up-to-date form by TRB 360 if deemed necessary.

**Article 2 – The Management of Your Personal Data and Types of Data Processed**

2.1. TRB 360 may process the following data of the customers in line with No. 6698 Law On The Protection of Personal Data and the codes and Laws foreseen in other relevant legislations.

2.2.

Types of Data Processed	Channels of Attainment	Causes of Processing	Legal Justification
<p><b>We Process The Following Data as TRB 360:</b></p> <ul style="list-style-type: none"> <li>- Name, Surname</li> <li>- Identity Data</li> <li>- Data about special titles</li> <li>- Data of Residence</li> <li>- Phone Numbers</li> <li>- E-Mail Addresses</li> <li>- Bank Account Data</li> <li>- Tax Office Data</li> <li>- Receipt Information</li> <li>- Criminal Record</li> <li>- Visual and Audio Recordings Attained Through Closed Circuit Security Camera Systems (CCTV)</li> <li>- Signature</li> </ul>	<ul style="list-style-type: none"> <li>- Texts and e-mails conveyed through Electronic Environments</li> <li>- Written documents conveyed to the Company</li> <li>- Contracts</li> <li>- Closed Circuit Security Camera Systems (CCTV)s</li> </ul>	<ul style="list-style-type: none"> <li>- Keeping up with the customers, follow-up of Requests / Complaints,</li> <li>- The attainment of the operational security of the Data Controller,</li> <li>- To proceed with Product/Service marketing, proceeding with market analysis</li> <li>- To proceed with the execution Customer Relations, To proceed with the production of Products/Services and operations,</li> <li>- The orchestration/supervision of business activities, Inner supervision/questioning/intelligence activities, The alerting of authorized persons, Institutes and Organizations</li> <li>-The orchestration and follow-up of judicial processes,</li> <li>-The execution of Advertisements/Campaigns/Promotion processes,</li> <li>-The execution of Job Health/Security activities,</li> <li>-The execution of Product/Service Purchasing Processes, The execution of Product/Services Sales Processes, The execution of support services after the sales of Product/Services, The</li> </ul>	<ul style="list-style-type: none"> <li>- The fulfilment of responsibilities arising from Law No. 6102</li> <li>- For the creation, fulfilment or the completion of a contract</li> <li>- The attainment, usage or the protection of a right</li> <li>- The fulfilment of responsibilities arising from the Occupational Health and Safety Law No. 6331</li> <li>- Legitimate Interests</li> </ul>

Types of Data Processed	Channels of Attainment	Causes of Processing	Legal Justification
		orchestration of Finance and Accounting Tasks	

**Article 3 – To Whom and Why The Processed Data May Be Transferred**

**3.1.** Your personal data may be shared due to the causes and judicial reasons specified above with authorized public Institutes and Organizations for the purpose of judicial proceedings private or public in nature.

**3.2.** Your personal data is not transferred abroad. It is held in our domestic servers.

**Article 4 – The Methods of Collecting Data and Legal Justification**

**4.1.** In case judicial relations are established, personal data can be attained through camera systems that remain active for 7 days and 24 hours. PDPL informative visuals are located in Workplace divisions equipped with camera systems. A link to this layered enlightenment text is shared within the visual.

**4.2.** In pursuant to the provision located in article No. 5 of the PDPL, personal data cannot be processed without the direct consent of the relevant person. The law has clarified special circumstances where direct consent will not be sought. Your personal data may be processed without seeking direct consent in the case that an explicit provision is present in the Law, as long as it is directly related to the enactment or completion of a contract, that it is necessary for the personal data of contracting parties to be processed, that it is mandatory for the fulfilment of the company’s judicial responsibilities, that it is made public by the person in question themselves, that it is necessary to process data for the establishment, utilization or protection of a right and under the condition that the fundamental rights and freedoms of the relevant person are not damaged.

**4.3.** For TRB 360 to be able to proceed with it’s operations, personal data may be processed on the basis and procedures foreseen in the other related legislations and with regard to the causes and conditions for processing personal data as stated in articles 5. and 6. of the PDPL in order to fulfil the causes specified in this Enlightenment text and for the fulfilment of the judicial responsibilities specified above.

**Article 5 – The Storage Period and Privacy of Your Personal Data**

**5.1.** Your personal data will be held in accordance with the causes specified above as long as commercial relations remain active. Certain types of personal data that need to be held mandatorily by Law will be held for 10 (ten) years upon the termination of judicial relations. You can withdraw the permission that you have granted for the processing of your personal data with the exception of data that need to be held mandatorily by Law.

**5.2.** TRB 360 is responsible for taking all sorts of necessary judicial, technical and executive precautions in ensuring that personal data is not processed against the law, that personal data is not accessed unlawfully and to guard the data.

**5.3.** It is important for your personal data to be correct and up-to-date. If this is not the case then you bear the right and the responsibility to immediatly get in touch with the Human Resources Department. The Company will fix, update, delete or remove the data in question.

**Article 6 – Your Rights Over your Personal Data Under The Scope Of The Law No. 6698**

**6.1.** Know whether any of your personal data has been processed, request information regarding activities in which your data has been processed, know why your personal data is being processed, know the domestic or foreign third parties who have received your data, request for your personal data to be edited if it has been processed inadequately or incorrectly, ask for the data to be deleted or obliterated if the causes for the processing of the data are no longer valid or if the Company does not have a legal basis or legitimate interests to maintain the data, request for the Company to ensure that third parties who were authorized by the Company to process your personal data respect your rights with in line to this section, object to adverse outcomess caused by the processing of personal data through automatic systems and request for any harm caused by the unlawful processing of your personal data to be resolved.

**6.2.** You can communicate your questions regarding your rights over the processing of your Personal Data to the to the relevant company official in written form.

**6.3.** Requests made in relation to your personal data will be answered through the instrument of your inquiry after a maximum period of 30 days after it reaches us.

**Article 7 – Your Responsibilities**

**7.1.** You must ensure that all personal data that you have access to is processed in line with the Law and other legal legislations. This responsibility is shared equally by the Company’s workers/worker candidates and the third parties who have their data processed. You must not use the personal data in question for purposes other than the causes created by your commercial relationship with the Company and the measurements required by these causes. (Know that disregarding this is a violation of the No. 6698 Law of The Protection of Personal Data.)

**7.2.** In the case that you provide us with the information of a third person (for example; the contact information of someone to be contacted in case of emergency), you will be considered to have accepted that the person in question has provided you with direct consent for their data to be processed in scope of the Law, that the necessary enlightenment was provided to them and that they have accepted the privacy notices in advance.

*With regard to the information above;*

*I have read and understand*

*Name / Surname :*

*Signature :*

*Date :*



[UNCLASSIFIED]

**APPROVAL FORM REGARDING THE PROCESSING OF DATA (CUSTOMER)  
IN PURSUANT TO NO. 6698 LAW ON THE PROTECTION OF PERSONAL DATA (PDPL)**

*I hereby accept, declare and pledge that I consent to the highlighted articles without any outer influence and permit the collection, management and the transfer of my Personal Data and Sensitive Personal Data throughout the period set by law according to the causes, scope and categories specified in The Enlightenment Form Regarding the Processing of Personal Data in pursuant to the No. 6698 Law On The Protection of Personal Data, that I have been informed regarding my rights by the above Enlightenment Text and that the data provided by my side to the Company is correct, complete and truthful and that I will immediately notify TRB 360 if any changes take place with this information:*

*With regard to the information above;*

*I have read and understand*

*I accept and undertake*

*Customer*

*Name/Surname :*

*Signature :*

*Date :*

*This Form of Approval Has Been Prepared As An Inseperable Part Of the Customer Enlightenment Text.*