

## ENLIGHTENMENT FORM REGARDING THE PROCESSING OF PERSONAL DATA (VISITOR)

### IN PURSUANT TO LAW No. 6698 LAW ON THE PROTECTION OF PERSONAL DATA

#### Article 1 – Identity of The Data Controller

1.1. TRB 360 (Will be shortened to “TRB 360” or “Company” hereinafter.) bears the title of “Data Controller”, this enlightenment text conveys our explanations on how we process your data, types of data processed, causes for processing data, the sharing/transfer or data to institutes 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 under the scope of Law, this enlightenment text is to be updated by TRB 360 and published in up-to-date form if deemed necessary.

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

Types of Data Processed	Channels of Attainment	Causes of Processing	Legal Justification
<b>We Process the Following Data as TRB 360:</b> <ul style="list-style-type: none"> <li>- Identity Data</li> <li>- Phone Numbers</li> <li>- E-Mail Addresses</li> <li>- Audio and Visual Recordings attained via Closed Circuit Security Camera Systems (CCTV)</li> <li>- Signature</li> <li>- Log Records</li> </ul>	<ul style="list-style-type: none"> <li>- Data conveyed to the Security Personal upon entry</li> <li>- E-Mail</li> <li>- Closed Circuit Security Camera Systems (CCTV)</li> <li>- Identity Verification</li> <li>- Registration Form</li> </ul>	<ul style="list-style-type: none"> <li>- The Execution of Contract Processes</li> <li>- The Orchestration of Archiving and Storage Activities</li> <li>- To be able to inform public officials when requested in cases concerning public security and due to regulatory requirements</li> <li>- The revision of all record files due to be processed in an electronic (Internet/Mobile etc.) or physical environment</li> <li>-The Execution of Business Activities</li> <li>-For Job Health and Security Activities To Be Orchestrated</li> <li>-The Execution of Emergency Situation Management Processes</li> <li>-The Execution of Information Security Processes</li> <li>-The Execution of Storage and Archiving Activities</li> <li>-The Attainment of the Security of the Physical Environment</li> </ul>	<ul style="list-style-type: none"> <li>- The fulfilment of responsibilities arising from the Law on The Protection of Personal Data No. 6698</li> <li>- The fulfilment of responsibilities arising from the Occupational Health and Safety Law No. 6331</li> <li>- Legitimate Interests</li> <li>- Defense Industry Security Law No. 5202 and Defense Industry Security Directive</li> </ul>

**2.1.** TRB 360 will be able to collect and process the following data according to the Law on the Protection of Personal Data ("Law") No. 6698 and the laws and manners specified in other relevant legislations.

**2.2.** As part of your visit to TRB 360, we process your name data, identity data and camera visual/audio recordings attained through the visitor form and the closed circuit security camera system. The collected data is processed for the creation and tracking of visitor cards, the operational security of the data controller, securization of the physical environment, execution of information security processes, the execution of job health/security activities, the fulfilment of responsibilities arising from the Occupational Health and Security Law No. 6331 and for the other legitimate interests of the Company.

**2.3.** Your log records may be processed in restriction to the purposes of providing wireless networks within the Company and the recording of access to sites under the scope of the legal responsibilities of the Company.

### **Article 3 – To Whom And Why the Personal Data May Be Transferred**

**3.1.** Your personal data may be shared with authorized public Institutes and Organizations under the scope of the causes and judicial reasons specified above for the purpose of judicial proceedings private or public in nature. Your personal data is not transferred abroad. It is held in our domestic servers inland.

### **Article 4 – Methods of Collecting Personal 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. LDPL enlightenment visuals are located in Workplace division equipped with camera systems. This layered enlightenment text is provided as a link inside 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, that data has to be processed for the legitimate interests of the Company, 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 its operations, personal data may be processed on the basis and procedures foreseen in the other relevant legislations and with regard to the causes and conditions for processing personal data as stated in articles No. 5 and No. 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 The Privacy of Your Personal Data**

**5.1.** Your personal data will be held according to the causes specified above. Types of personal data that have to be stored mandatorily by law will be stored for 2 (two) years upon the date of the visit. Asides from data that has to be processed by Law you can withdraw the permission that you have granted for the processing of your personal data at any time.

**5.2.** 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 immediately get in touch with the Human Resources Department. The Company will revise, update, delete or remove the data in question. Your requests in relation to your personal data will be answered through your instrument of inquiry a maximum period of 30 days after it reaches us.

### **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 revised 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 outcomes 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 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, customers 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 service relationship with the Company and the measurements required by these causes. (Know that disregarding this is not only a violation of the Law but also a violation of your business contract and the Business Law.)

**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* :

**APPROVAL FORM REGARDING THE PROCESSING OF PERSONAL DATA(VISITOR)  
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("LDPL"), 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* ☐

*Name/Surname :*

*Signature :*

*Date :*

*This Enlightenment Text has been prepared as an inseperable part of the Visitor's Enlightenment Text.*