

POLICY ON THE PROTECTION AND PROCESSING OF PERSONAL DATA

ARNIKON ENGINEERING LTD. ; In accordance with all relevant legislation, it strives at the highest level to process and store personal data in accordance with the law. For this reason, ARNIKON attaches great importance to the protection of your personal data during all its activities. The main purpose of this text is; To inform the relevant persons regarding the data processed for the processing and storage of personal data in accordance with the Law No. 6698 on the Protection of Personal Data (LAW) and all relevant legislation. In this way, it is ensured that the personal data processed within ARNIKON comply with the legislation.

1- DEFINITION OF PERSONAL DATA AND PERSONAL DATA OWNERS

Personal data; It is defined in the LAW as any information belonging to an identified or identifiable natural person. According to the definition, it is your name, surname, identity number, telephone number and similar information that you transfer to ARNIKON.

Personal data owners are natural and legal persons with whom ARNIKON has all kinds of business relations. Although these are not limited, they are defined as company partners and officials, customers, prospective customers, employees, employee candidates, interns, trainee candidates, suppliers and related third parties.

2- PERSONAL DATA CATEGORIES

- a) **Identity Information:** Name, surname, T.C. identity number, passport number, place of birth, date of birth, gender, marital status, spouse/child information, mother/father name and surname, citizenship status, registry information.
- b) **Visual and Aural Information:** All kinds of visual and audio recordings of the data owner.
- c) **Contact Information:** Contact information such as address, e-mail, registered e-mail address, mobile phone, fixed telephone and fax number, as well as communication records within the scope of telephone calls, video calls and e-mail correspondence, other audio and video data.
- d) **Marketing Data:** All kinds of data obtained from our customers and prospective customers (company name, company address, e-mail information, tax office and number, invoice, receipt, etc.)
- e) **Data Related to Commercial Life:** Various demographic data describing the data owner, such as information on real persons in documents for legal persons such as tax plate, trade newspaper, certificate of authorization, trade registry documents, certificates of qualification, circular of signature and activity certificate, information about the person in tax liability status.
- f) **Legal Information:** Data in correspondence with the judicial authorities, information in the case file, information held within the scope of alternative dispute resolution, which ARNIKON has acquired due to legal disputes to which it is a party, data in all kinds of administrative and judicial authorities notified to ARNIKON.
- g) **Personnel File Data:** Data for the establishment of personnel rights of the employees.
- h) **Transaction Security Data:** Data regarding the technical, financial, commercial and legal security of ARNIKON or the data owner.

- i) **Financial Information:** Personal data related to information, documents and records showing all kinds of financial status, according to the legal relationship ARNIKON has established with the data owner, and information such as customer number, IBAN, bank credit card, financial status, assets, and income status.
- j) **Special Qualified Data:** Data specified in Article 6 of the LAW.

3- PURPOSE OF PROCESSING AND TRANSFERRING PERSONAL DATA

For the purposes listed below without limitation, your personal data is processed to the extent limited by the LAW;

- Planning and implementation of our business strategies;
- Raising and improving our service standards and offering alternative solutions;
- Ensuring institutional functioning, planning and implementation of administrative activities;
- Performance of contracts to which it is a party;
- Ensuring the legal relations and legal security of the persons to which it is a party;
- Following all legal processes;
- Establishing relations with suppliers and managing the process;
- Establishing and securing the database;
- Duly conduct of corporate correspondence;
- Implementation and development of human resources policies;
- Planning and implementation of recruitment processes;
- Increasing the efficiency of the employees and evaluating the returns;
- Fulfillment of the obligations related to the relevant LAW and legislation;

4- PERSONS TO THE PERSONAL DATA TO BE TRANSFERRED

Your personal data may be transferred to third parties, including your private personal data to the extent relevant, including public institutions and organizations, within the limits ordered and prohibited by the LAW, provided that it remains within the body of ARNIKON in general. ARNIKON has the right to transfer data abroad within the limits of the LAW.

5- PERSONAL DATA COLLECTION METHOD

Your personal data is collected by ARNIKON for various legal and commercial reasons, verbally, in writing, electronically or on the website, and is processed in a limited manner in accordance with the legislation.

6- DISPOSAL OF PERSONAL DATA

In the event that the reasons requiring the processing of personal data processed in accordance with the LAW disappear, ARNIKON destroys the personal data in accordance with the legislation. This issue is detailed in the Personal Data Retention and Disposal Policy.

7- PERSONAL DATA STORAGE PERIOD

ARNIKON; retains personal data for the legal period required to be kept in accordance with the provisions of the relevant legislation. This issue is detailed in the Personal Data Storage and Disposal Policy.

8- DISCLOSURE OF THE PERSONAL DATA OWNER.

ARNIKON informs the data owner about the personal data it has obtained. The information covers the following topics;

- Identity of the data controller and its representative, if any,
- The purpose for which personal data will be processed,
- To whom and for what purpose the processed personal data can be transferred,
- Method and legal reason for collecting personal data,
- Rights specified in Article 9 of this Policy.

This subject is detailed in the Information on Protection of Personal Data and Information Text.

9- RIGHTS OF THE PERSONAL DATA OWNER

The rights of the personal data owner are listed in the LAW as follows;

- Learning whether personal data is processed or not,
- If personal data has been processed, requesting information about it,
- To learn the purpose of processing personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred in the country or abroad,
- Requesting correction of personal data in case of incomplete or incorrect processing,
- Requesting the deletion or destruction of personal data,
- Requesting notification of third parties to whom personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- Requesting the compensation of the damage in case of loss due to unlawful processing of personal data,

10- USE OF PERSONAL DATA OWNER'S RIGHTS

Regarding your rights specified in Article 9, if you apply through the methods determined by the Personal Data Protection Authority, you will be informed within thirty days, provided that you apply through the communication channels specified below.

ARNIKON CONTACT INFORMATIONS

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