

## **POLAT GROUP HOLDING**

### **PRIVACY NOTICE TO CUSTOMERS/REPRESENTATIVES**

#### **ON PROTECTION OF PERSONAL DATA**

Your personal data that you share with Polat Group Holding A.Ş. (“**the Company**”) is sensitively protected by us as the data controller. In this context, this Notice has been prepared to explain to you which of your personal data we will process and for what purposes, and your rights arising from the Personal Data Protection Law No. 6698 (“**KVKK**”), and if applicable Regulation (EU) 2016/679 General Data Protection Regulation (“**GDPR**”) and the practices of our Company are brought to your attention in order to fulfil the obligation to inform within the scope of KVKK and GDPR.

#### **WHICH PERSONAL DATA DO WE PROCESS?**

Your personal data that may be subject to processing by us, if you share it with us or if it is necessary, are as follows:

##### **Identity Data**

In order to establish our commercial relationship, we collect and process your personal data such as name, surname, Turkish ID number.

##### **Contact Data**

In order to communicate with you, we request contact information such as telephone number, e-mail address, fax number from you, and collect and process it from the media you publish for commercial communication via your website.

##### **Financial Data**

In order to fulfil our legal obligations and to carry out the necessary financial follow-up within the scope of the relationship between us, we process data such as bank account numbers, invoice amounts, maturity periods.

##### **Visual Data**

As part of our promotional activities, we process your visual data that may be included in the photographs and video recordings taken during the events we organise or participate in, by using these recordings in our social media posts.

#### **HOW AND FOR WHAT REASONS DO WE COLLECT YOUR PERSONAL DATA?**

In accordance with our legitimate interest in establishing and managing a business relationship with you and in order to fulfil our contractual obligations such as the performance of the contract between you or your company and us and the realisation of payments, we collect your personal data through your business cards that we receive from you during our meetings, through e-mail or telephone communications established by you or the company you work for within the framework of our commercial relationship, or by direct transmission to us.

In order to fulfil our legal obligation to issue invoices, we collect the information required to be specified on the invoice, such as your name, surname and Turkish ID number if you are a sole proprietorship.

### **FOR WHICH PURPOSES WE PROCESS YOUR PERSONAL DATA?**

Your personal data is processed by the Company for the following purposes and reasons:

- Establishing the necessary communication with customers.
- Drafting and finalising contracts for the supply of goods and services to customers and recording them.
- Providing trainings on the use and maintenance of the products sold and managing the related installation and technical support activities.
- Maintaining financial and accounting records, recording invoices issued for customers.
- The fulfilment of our legal obligations such as issuing invoices, fulfilling our obligations arising from legislation, especially financial and tax regulations, and meeting judicial and administrative demands in accordance with the law.

Your personal data will be retained for the maximum period specified in the relevant legislation or required for the purpose for which they are processed, and in any case for the legal statute of limitations.

### **TRANSFER OF YOUR PERSONAL DATA TO THIRD PARTIES IN THE COUNTRY**

- In case of request, your data may be transferred to courts within the scope of our legal obligations and to public institutions and organisations if requested within the framework of lawful requests and decisions.
- In case the shipment of the products you have purchased is made by third parties, your personal data required for the fulfilment of the shipment is transferred to the relevant third party and/or its employees.
- In case it is necessary within the scope of our commercial relationship with you, your personal data is transferred to the relevant customs authorities.
- As part of the organisation and execution of our business processes, your personal data may be transferred to our group companies.

- In case of a dispute, your personal data may be shared with our lawyers in order to exercise our right of defence.

## **TRANSFER OF YOUR PERSONAL DATA TO THIRD PARTIES ABROAD**

Your personal data is transferred to abroad within the scope of the relevant shipment or service supply in case of product shipment to abroad or services such as installation or technical service are provided to abroad within the scope of the commercial relationship between you and us.

## **YOUR RIGHTS REGARDING YOUR PERSONAL DATA**

In accordance with KVKK and when applicable GDPR, you can contact us personally, provided that you prove your identity, regarding your personal data;

- You can find out whether we process personal data about you, and if we process or have processed personal data, you can request information about it.
- You can learn the purpose of processing your personal data and whether they are used in accordance with their purpose.
- You can learn whether your personal data is transferred domestically or abroad and to whom it is transferred.
- You can request the correction of your inaccurate and incomplete personal data and to inform the recipients to whom this data has been or may have been transferred.
- You can request the destruction (erasure, destruction or anonymisation) of your personal data within the framework of the conditions stipulated in Article 7 of the KVKK. However, by evaluating your request for destruction, which method is appropriate will be evaluated by us according to the circumstances of the concrete case. In this context, you can always request information from us about why we have chosen the destruction method we have chosen.
- You can request that third parties to whom your personal data is or may be transferred be informed about your request for destruction.
- You can object to the results of your personal data analysis, which are exclusively generated using an automated system, if these results are contrary to your interests.
- In case you suffer damage due to unlawful processing of your personal data, you can request the compensation of the damage.
- You have, at any time, the right to request access to and rectification or erasure of your personal data, receipt of your personal data in a structured, commonly used and machine-readable format (right to data portability), withdrawal of your consent to the processing of your personal data, and lodge a complaint with the relevant supervisory authority

Your requests in your application will be finalised free of charge within thirty days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost for the Company, the fee in the tariff determined by the Personal Data Protection Board in the Communiqué on the Principles and Procedures for The Request to Data Controller may be charged.

You can make your application regarding the processing of your personal data by filling out the application form on the Company's website or in the following ways, provided that you comply with the conditions in Article 5 of the Communiqué on the Principles and Procedures for The Request to Data Controller:

- In writing and signed
- By e-mail to be sent from your registered electronic mail (KEP) address
- By secure electronic signature or mobile signature
- You can deliver it to our Company by using your e-mail address that you have previously notified to us and which is included in our records.

According to the nature of your request and your application method, the Company may request additional verifications (such as sending a message to your registered phone, making a call) in order to determine whether the application belongs to you and thus protect your rights. For example, if you apply through your e-mail address registered with the Company, we may contact you using another communication method registered with the Company and request confirmation of whether the application belongs to you.

## **CONTACT INFORMATION**

**Polat Group Holding Anonim Şirketi**

**Mersis No:** 732146087500001

**Contact Link:** <https://www.polatgroup.com.tr>

**Adress:** Ataosb Mahallesi Astim 1 Cad. No: 4 Efeler/Aydın