



# Özerden Plastik Personal Data Processing Policy

Dear Customers, Suppliers, Employees, Employee Candidates, Business Partners, Potential Customers, Visitors;

As Özerden Plastik A.S. ("Özerden" or "Company"), we attach great importance to the protection of your personal data. In this context, as a "data controller" we would like to inform you about your personal data and processing processes in accordance with the Protection of Personal Data Law No. 6698.

## **WHAT ARE YOUR PERSONAL DATA PROCESSED**

### **Our Clients and Potential Clients**

Your credentials (Name, surname)

Your contact information (phone number, e-mail address)

Product Sales Information (Sales information, Sales Date, Time, Payment Method)

In case you want to have it on the invoice (Turkish identity number, tax number, personal company information)

Information contained in Signature Circular

Company information of the customer representatives

Account information of the customer representatives

### **Supplier, Partners Employees and Officials**

Your credentials (name, surname,)

Your contact information (phone number, e-mail address)

Product or Service Sales Information (Sales information, Sales Date, Time, Payment Method)

In case you want to be found on the invoice (TC identity number, tax number, personal company information)

Information contained in Signature Circular

Professional data of Supplier or Business Partner Employees and Officials, visual data received during their visit

### **Our Working Candidates**

Your identity information (name surname, date of birth, TCKN, Place of Birth, Date)

Your contact information (address, e-mail address, phone number)

Your Biometric Data

Your gender

Your Education and Professional Information

Your References

General Information About Your Health Status

Information about your General CV you submitted in the application

Your Driving License

Employees' photos or camera recordings taken during the interview

Data on employees' criminal records and sanctions taken

### **Our employees**

Your Identity Information ((name, surname, date of birth, TCKN, Address)

Your contact information (address, e-mail address, phone number)

Your Driving License

Your Health Report

Your photo

Your CV

Your Performance Status, Trainings Received, Information that must be processed as required by law, Your Data Processed within the Scope of Management Rights During Work and Your Data Processed under the Law

Your entry and exit records

Processing your data within the scope of taking camera recordings within the scope of the management right of your work in the workplace

### **Our visitors**

Identity Information (Name, Surname, Signature)

Your Visual Data

Physical Space Security

### **PROCESSING PURPOSE OF YOUR PERSONAL DATA**

Your personal data may be processed for the following purposes in accordance with the legislation regarding the protection of personal data;

General Purposes:

- If you contact us, in order to resolve your problems and complaints and if necessary, to contact you regarding this your identity and contact information,
- Identity, communication, invoice, shopping information to fulfill our obligations arising from the legislation, to fulfill our obligations within the framework of the Labor Law and other legislation, and to fulfill our other legal obligations, in particular, to fulfill the security of the informations with authorized and responsible public institutions and organizations,
- Your identity, communication, invoice, service information in order to use any right of lawsuit, response and appeal against official institutions and organizations such as court, executive office, arbitral tribunal in disputes arising from the contract.
- In order to manage the national and international certificates and liability processes that our company is subject to,
- Data processed due to the legislation regarding the reason that our company is publicly available

### **In Terms of Business Relations**

- Establishing a business contract with the employees and fulfilling their requirements, proving the business relationship,
- Making travel insurances, flight and hotel reservations, opening salary bank accounts, making compulsory PPS (private Pension system) payments, making social security premium payments,
- In order to establish a business relationship
- To make your performance measurements within the company, to increase efficiency
- For the purpose of conducting trainings for reasons stemming from OHS and General Health Legislation and informing organizations about the reasons arising from the legislation.

### **In terms of our product sales**

- Identity, communication and shopping information in order to record your information in order to carry out post-sales operational processes,
- Your identity and contact information to ensure that the records we create in our system for you can be distinguished from records for other customers, and that you can benefit from post-sales operational processes without submitting an invoice.
- If you request invoicing, your identity and billing information to issued invoices,
- If you want to make your payment with a credit card, your credit card information (transferred to the payment institution without saving the credit card information) in order to receive the payment.
- Your identity and billing information in order to fulfill our retention obligations arising from the legislation,
- Within the scope of efforts to increase product sales in fairs and various channels in order to improve sales processes

### **In terms of our Product or Service Purchases**

- Identity and contact information in order to record the information of the relevant persons in order to carry out the operational processes after the purchase,
- Your identity and contact information to ensure that the records we create in our system for you can be distinguished from records for other customers.
- Your identity and billing information in order to fulfill our retention obligations arising from the legislation,

### **In terms of Physical Spaces**

- In order to ensure Physical Space Security, the identity and signature data and visual data of the visitors in accordance with the OHS regulations.

### **In terms of being a Public Company**

- Since the company is a public company, employee and shareholder information is shared during Public Lighting Platform notifications.
- Financial information regarding shareholders within the scope of audits.

### **THE METHOD AND LEGAL REASON OF COLLECTING YOUR PERSONAL DATA**

Your personal data is processed by Özerden Plastik; during the recruitment and with the post-employment contract, in physical locations with visual devices and physical forms, with cards defined for employees within the scope of record entry-exit, with product sales contracts within the scope of product sales and related processes.

As Özerden Plastik, your personal data;

**Regarding the sales and purchasing processes**, it operates on the basis of “the need to process data for the establishment and execution of the contract”, “the fulfillment of the legal obligation” and the “legal reason that data processing and transfer is mandatory for the establishment, use or protection of rights”.

**Regarding recording with Security Cameras in Physical Spaces**, it operates on the basis of the legal reasons of “data processing is mandatory for the legitimate interests of the data controller” and “data processing and transfer is mandatory for the establishment, exercise or protection of rights”.

For general purposes, it operates on the basis of "fulfillment of legal obligation" and "written clearly in the law" and "reasons that data processing is mandatory for the legitimate interest of the data controller".

In terms of being a Public Company, the processing of these data are "clearly stipulated in the law" and they are processed for "fulfilling the legal obligation of the data controller".

The data transferred abroad due to your health data and the use of foreign systems are processed depending on your "explicit consent".

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## **TRANSFER OF YOUR PERSONAL DATA**

As Özerden Plastik;

- Informations technologies or expertise consultancy etc. are shared for the purpose of obtaining services, product and service support in personal data collection processes, with domestic and foreign business partners and service providers (database, e-mail intermediary service providers, consultancy etc. companies) or the servers of our domestic business partners abroad.
- Logistics service is shared with our business partners in order to send product sales and any other product requests to you.
- The information requested from us in order to fulfill our legal obligations such as lawsuits and response rights and information, documents and other related liabilities and legal rights such as litigation and response rights are shared with the authorized and responsible public institutions and organizations and judicial authorities.
- It is shared with Istanbul stock exchange due to the transaction on the Public Lighting Platform and Istanbul BIST.
- Your personal data is shared with abroad due to the servers located on the sites and systems abroad.
- Our suppliers that provide services for your products are shared with our business partners.
- Trainings are shared with the business partners we work with.

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## **YOUR RIGHTS**

In accordance with Article 11 of the Law; By applying Özerden about the methods in the "Communication" section of this Policy,

- ✓ You have the right to find out if your Personal Data has been processed.
- ✓ If your Personal Data has been processed, you have the right to request information about it.
- ✓ You have the right to learn the purpose of processing Personal Data and whether it is used in accordance with its purpose.
- ✓ You have the right to know the third parties to whom your Personal Data is transferred at home or abroad.
- ✓ If your Personal Data is missing or incorrectly processed, you have the right to request rectification

- ✓ You have the right to request the deletion or destruction of your Personal Data within the framework of the conditions stipulated in the KVKK legislation.
- ✓ You have the right to request notification to third parties to whom your Personal Data has been transferred.
- ✓ You have the right to object to the emergence of a result against you by analyzing the processed data exclusively through automated systems.
- ✓ You have the right to demand that this damage be rectified if you suffer damage due to illegal processing of Personal Data.

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## CONTACT

As the Data Responsible, you can send your applications to the kvkk@ozerden.com e-mail address of Özerden Plastik, which has been allocated for the said application procedure You can send your registered e-mail on the system, or to Özerden Plastik's address below in writing (We would like to remind you that the relevant request should be followed in cases where the relevant request is required by law in a particular procedure.)

Address

Telephone