



MAKTEL MAKINA VE TEL SANAYI A.S.
BUSINESS PARTNERS - SUPPLIER'S OFFICIAL/EMPLOYEE
CLARIFICATION TEXT FOR PROTECTION AND PROCESSING OF PERSONAL DATA

This "Clarification Text for Protection and Processing of Personal Data of Business Partners - Dealer - Supplier's Official/Employee" is prepared for the purpose of fulfilling the obligation for clarification with respect to the processing of your personal data by the data controller Maktel Makina Ve Tel Sanayi A.S. ("Company" or "Maktel") with its identification specified below pursuant to the Article 10 of the Personal Data Protection Law No. 6698 ("Law") and the Communiqué on Procedures and Principles to be Followed in Fulfillment of the Obligation for Clarification.

1. Purpose and Identity of the Data Controller

Your personal data may be processed by Maktel, located at the address of Buyukbakkalkoy Mah. Maltepe Cad.No:7 Maltepe / ISTANBUL, in its capacity of data controller, within the scope described below by protecting the accuracy and up-to-dateness of the personal data as received by us within the framework of the purposes listed below and in connection with, as limited to and to the extent of these purposes in accordance with the Law.

2. Personal Data Categories and Purposes of Processing Personal Data

Your personal data collected may be processed for fulfilling the legal obligations stipulated by the Labor Law No. 4857, determining the rights and obligations of the supplier or business partners concretely, providing technical equipment to the supplier or business partners in order to carry out business processes, carrying out communication and interaction operations, managing the process and recoding financial accounts, ensuring the legitimate interests of the company, especially ensuring the management of the company and carrying out operations, carrying out company policies, fulfilling legal obligations and ensuring security in accordance with the basic principles stipulated in the Law and within the personal data processing conditions specified in the Articles 5 and 6 of the Law. Our partner Company provides the necessary information and receives data transfer commitments regarding the processing of the data of the employees of the Business Partners or relevant persons. Within this scope, the obligations under the PDPL also continue for data processors. Our company provides the necessary information about the personal data that is not transmitted or directly processed by the relevant person at the time of the first processing of the personal data.

The personal data processed within the scope of this Clarification Text and the purposes of processing and the personal data categories are clarified in the table below.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Purpose of Processing Personal Data	Conducting Information Security Processes, Conducting Audit / Ethical Activities, Conducting Operations in accordance with the Legislation, Conducting Internal Audit/ Investigation / Intelligence Operations, Conducting / Auditing Business Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods / Service After-Sale Support Services, Conducting Activities for Customer Satisfaction, Conducting Financing and Accounting Affairs, Conducting Goods/Service Purchase Processes, Providing Information to Authorized Persons, Institutions and Organizations

Personal Data Category	Contact Details Phone number, residential address, e-mail address
Purpose of Processing Personal Data	Conducting Information Security Processes, Conducting Audit / Ethical Activities, Conducting Operations in accordance with the Legislation, Conducting Internal Audit/ Investigation / Intelligence Operations, Conducting / Auditing Business Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods / Service After-Sale Support Services, Conducting Activities for Customer Satisfaction, Conducting Financing and Accounting Affairs, Conducting Goods/Service Purchase Processes, Providing Information to Authorized Persons, Institutions and Organizations

Personal Data Category	Financing Details Card details, IBAN, customer number, payment details
Purpose of Processing Personal Data	Conducting operations in accordance with the legislation, Conducting financing and accounting affairs, Conducting Goods/Services Purchase processes, Conducting Goods/Services sales processes, Conducting contract processes, Conducting supply chain management processes, Providing information to authorized persons, institutions and organizations

Personal Data Category	Customer Transaction Order Details, Demand Details, Invoice, Cheque and Note Details etc.
Purpose of Processing Personal Data	Conducting Operations in accordance with the Legislation, Following and Conducting Legal Affairs, Conducting Communication Operations, Conducting Operations for Ensuring Business Continuity, Conducting Goods/Services Sales Processes, Conducting Contract Processes, Conducting Products/Services Marketing Processes, Conducting Financing and Accounting Affairs, Conducting Logistic Operations, Conducting Goods / Services After-Sale Support Services, Following up Requests / Complaints

Personal Data Category	Physical Space Security Entry-exit recording details, camera records
Purpose of Processing Personal Data	Ensuring physical space security, providing information to authorized persons, institutions and organizations, developing and tracking visitor records, ensuring information security

3. Parties to whom Your Personal Data is transferred and Purposes of Transfer

Your personal data collected and, if you share, your sensitive personal data may be transferred by the Company to the foreign countries where the servers are located, within the scope of the purposes specified in Article 2 of this "Clarification Text" and based on the condition of explicit consent, if the infrastructure servers of the electronic systems used are abroad in accordance with the basic principles stipulated in the Law No. 6698 and within the conditions specified in the Articles 8 and 9 of the Law.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Domestic transfer	Natural persons or private legal entities, shareholders, authorized public institutions and organizations
Overseas transfer	No overseas transfer.

Personal Data Category	Contact Details Phone number, residential address, e-mail address
Domestic transfer	Natural persons or private legal entities, shareholders, authorized public institutions and organizations
Overseas transfer	No overseas transfer.

Personal Data Category	Legal Action Contract, information security and confidentiality commitments
Domestic transfer	Natural persons or private legal entities, business partners, authorized public institutions and organizations
Overseas transfer	No overseas transfer.



Personal Data Category	Finance Price details, bank account details, IBAN number, account number
Domestic transfer	Natural persons or private legal entities, shareholders, authorized public institutions and organizations
Overseas transfer	No overseas transfer.

Personal Data Category	Physical Space Security Entry-exit recording details, camera records
Domestic transfer	Authorized public institutions and organizations, real persons or private legal entities
Overseas transfer	No overseas transfer

4. Collection Method of and Legal Reason for Your Personal Data

Your personal data is obtained and processed by MAKTEL based on the conditions set forth in the Articles 5 and 6 of the Law and within the scope of your explicit consent in the absence of one of these conditions.

Personal Data Category	Identity Information TR Identity Number, Tax Identification Number, country code, Name, surname, signature
Collection Method	With the establishment of the business partnership, it is shared by the business partners or the officials/employees of the sub-employers.
Legal Reason	PDPL Article 5/2-c- Establishment and performance of Joint Venture, Subcontractor, Supplier Contract.

Personal Data Category	Contact Details Phone number, residential address, e-mail address
Collection Method	With the establishment of the business partnership, it is shared by the business partners or the officials/employees of the sub-employers.
Legal Reason	PDPL Article 5/2-c- Establishment and performance of Joint Venture, Subcontractor, Supplier Contract.

Personal Data Category	Finance Price details, bank account details, IBAN number, account number
Collection Method	With the establishment of the business partnership, it is shared by the business partners or the officials/employees of the sub-employers.
Legal Reason	PDPL Article 5/2-c- Establishment and performance of Joint Venture, Subcontractor, Supplier Contract.

Personal Data Category	Physical Space Security Entry-exit recording details, camera records
Collection Method	It is obtained through security cameras or personnel monitoring system.
Legal Reason	PDPL Article 5/2-e- Ensuring the physical security of the company

5. As Personal Data Owner Your Rights Listed in the Article 11 of the Law

Pursuant to the Article 11 of the Law, we notify that you, as the data owners, have the following rights without prejudice to the exceptions regulated in the Article of the Law:

- To learn whether the personal data has been processed or not,
- To request relevant information if your personal data has been processed,



- To learn the purpose of processing your personal data and whether your personal data is used as suitable for the purpose,
- To know the third persons to whom the personal data has been transferred in the country or in abroad,
- To request the correction of the personal data if the personal data has been processed deficiently or incorrectly and to request the notification of the procedure that is performed within this scope to the third persons to whom the personal data has been transferred,
- To request the deletion or destruction of the personal data if the reasons requiring the processing of the personal data disappear although the personal data has been processed in compliance with the provisions of the Personal Data Protection Law and the other relevant law provisions and to request the notification of the procedures performed within this scope to the third persons to whom the personal data has been transferred,
- To object to the occurrence of a result against you by analyzing the processed personal data exclusively via automatic systems,
- To request the elimination of the damage if you are exposed to damage due to the processing of your personal data in contrary to the Law.

With regard to your requests for your rights listed above, you can forward your request petition that contains the minimum requirements set forth in the Communiqué on Procedures and Principles for Application to Data Controller as written and wet-signed to the address of Buyukbakkalkoy Mah. Maltepe Cad. No: 7 Maltepe / ISTANBUL where the registered office of the Company is located by hand, send it via notary public, send as electronically signed via KEP address maktelmakina@hs03.kep.tr or forward it to our Company via the e-mail address kvkk@maktel.com.tr in the case that your e-mail address is registered in our Company's systems.