

	<b>INFORMATION SECURITY MANAGEMENT SYSTEM</b>
	<b>SUPPLIER INFORMATION TEXT</b>

Dear Supplier;

**ELBİR OTO YEDEK PARÇA İMALAT VE TİC. A.Ş.** , acting as the data controller , in accordance with Article 10 of the Personal Data Protection Law No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Information Obligation, in order to inform you, our natural person suppliers and/or the authorities and employees of our legal entity suppliers, about the purposes of processing your personal data, legal reasons, collection methods, to whom it may be transferred, and your rights under the KVKK.

### 1. What Personal Data Do We Process?

Data Categories	Examples of Data Types Processed in This Category
<b>Identity Data</b>	Your name, surname, signature
<b>Contact Data</b>	Your phone number, full address, e-mail address, corporate e-mail address
<b>Legal Transaction Data</b>	Your information in correspondence with judicial authorities, Your information in the case file
<b>Customer Transaction Data</b>	Your invoice, bill, check information, order information, request information
<b>Physical Space Security Data</b>	Your security camera recordings
<b>Financial Data</b>	Your bank account information

### 2. For what purposes do we process your personal data?

Your Personal Data listed above;

- To carry out communication activities with you/the company you are an authorized representative or employee of,
- To carry out the sales and purchase processes of goods/services with you/the company of which you are an authorized or employee,
- Ability to carry out finance and accounting affairs,

- Ensuring the safety and security of our company's physical space and providing administrative and technical measures related to these,
- Our ability to carry out supply chain processes,
- To be able to carry out occupational health and safety processes,
- Our ability to carry out logistics activities,

To verify your identity information and documents when necessary and to take the necessary actions to prevent abuse, loss and fraud,

To preserve your information, which must be kept in accordance with the relevant legislation; to copy and back up your information to prevent information loss; to ensure the consistency of your information; to take the necessary technical and administrative measures to ensure the security of your information,

It will be processed, recorded, stored, preserved and classified for the purposes of fulfilling our legal obligations required or made mandatory by regulatory and supervisory authorities, legal regulations, and carrying out legal pursuits and legal processes.

### **3. To Whom and For What Purposes Do We Transfer Your Personal Data?**

In order to provide information to prosecutors, courts and relevant public officials upon request and in accordance with legislation regarding matters related to public security and legal disputes that may arise; and when necessary, it may be transferred to authorized public institutions and organizations within the scope of the purposes stated above , to law firms with which we have agreements for the follow-up of legal processes, to financial advisors for the preparation of our company's financial statements, to banks for the execution of goods/service contracts, to cargo companies for the purpose of sending documents and products, and to companies from which we receive accounting support for the purpose of carrying out accounting affairs.

### **4. What are the methods of collecting your personal data and the legal reasons for doing so?**

Your personal data mentioned above may be processed for the legal reasons specified in Articles 5 and 6 of Law No. 6698, such as **(i) it is expressly prescribed by law (ii) it is mandatory for the data controller to fulfill its legal obligation (iii) it is necessary to process personal data of the parties to the contract, provided that it is directly related to the establishment or execution of a contract (iv) it is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person, within the scope of the purposes specified in this Disclosure Text and in accordance with the General Principles listed in Article 4 of the Law below;**

- a) To comply with the law and the rules of honesty,
- b) Provided that it is accurate and up-to-date when necessary,
- c) **For** specific, clear and legitimate purposes ,

**d)** In a way that is relevant, limited and proportionate to the purpose for which they are processed,

**e) They will be processed, recorded, stored, preserved, classified and transferred** to the above-mentioned places when necessary, by automatic means (e-mail, on paper , with forms, by telephone, etc.) or, provided that they are part of any data recording system, by non-automatic means, to be kept for the period required for the purpose for which they are processed or as stipulated in the relevant legislation.

## **5. What are your rights regarding the processing of personal data and how can you access these rights?**

Article 20 of the Constitution establishes that everyone has the right to be informed about personal data concerning them. Article 11 of the Personal Data Protection Law (KVKK) enumerates the rights of personal data owners under the law.

You may submit your requests regarding your rights under the KVKK to **ELBİR OTO YEDEK PARÇA İMALAT VE TİC. A.Ş.** in writing in accordance with Article 5 of the “Communiqué on the Procedures and Principles for Application to the Data Controller” or by using the registered electronic mail (KEP) address, secure electronic signature, mobile signature, or the electronic mail address previously notified to the data controller by the relevant person and registered in the data controller’s system.

**Data Controller: ELBİR OTO YEDEK PARÇA MANUFACTURING AND TRADING INC.**

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