

**ABOUT THE PROTECTION OF PERSONAL DATA IN ACCORDANCE WITH THE
PROCEDURES AND PRINCIPLES OF THE LAW NO. 6698 ON THE
PROTECTION OF PERSONAL DATA ("KVKK")**

CLARIFICATION TEXT

GENERAL TEKSTİL SAN TİC A.Ş. (hereinafter referred to as **GENERAL TEKSTİL**), as the data controller;

- > Your personal data that you have shared with us,
- > Within the scope of our commercial relations or our business relationship with you;
- > Within the framework of the purpose requiring their processing and in connection with this purpose, in a limited and measured manner,
- > By maintaining the accuracy of the personal data you have shared and the most up-to-date version as you have notified us,
- > We hereby declare that it will be recorded, stored, preserved, reorganised, shared with the institutions legally authorised to request such personal data and transferred to domestic third parties under the conditions stipulated by the KVKK, transferred, classified and processed in other ways listed in the KVKK.

The purpose of this Clarification Text is to explain to you how and for what purposes we will process your personal data. Please read this Clarification Text carefully.

PROCESSING AND COLLECTION OF YOUR PERSONAL DATA

GENERAL TEKSTİL collects personal data directly from data subjects or indirectly from third parties or from sources where it is made public, verbally, physically or electronically and processes this personal data. You can access the table below about which personal data are collected and processed and how they are collected.

PERSONAL DATA COLLECTED FROM EMPLOYEES/EMPLOYEE CANDIDATES

Data Category		Where the Data is Obtained	
Credentials	Information such as name, surname, mother's name, father's name, marital status, date of birth, photocopy of identity card or T.R. Identity Card, photocopy of driving licence	It is given by you or your representative.	It is obtained from employment platforms such as Kariyer.net, Likendin, İŞKUR etc.
Contact Details	Information such as street address, telephone number, e-mail address	It is given by you or your representative.	It is obtained from employment platforms such as Kariyer.net, Likendin, İŞKUR etc.

Financial Information	Monthly salary receipts, IBAN Number, Cumulative Tax Base information, information about the execution file, insurance premium payment information	Bank details are provided by you.	Financial and salary details, premium list are created by the company, and information on enforcement proceedings is obtained through notification.
Sensitive Personal Data	Criminal record, recruitment periodic examination form, Birth Report, Photocopy of Marriage Certificate, Blood Tests, religion section in the identity card, blood group section in the driving licence, fingerprint information for Physical Space security	Criminal record, photocopy of identity card or T.R. Identity Card, photocopy of driving licence, Fingerprint information is provided by you.	Health Reports are provided by the workplace physician.
Visual Data	Identity card or T.R. Identity Card and photograph in the driving licence	Photocopy of identity card or T.R. Identity Card, photocopy of driving licence, Photograph is provided by you or	
Education Information	Educational background, photocopies of certificates and diplomas, education and skills, curriculum vitae (CV)	It is provided by you.	It is obtained from employment platforms such as Kariyer.net, Likendin, İŞKUR etc.
Physical Space Security	Closed-circuit surveillance footage,		Camera images security camera images are obtained from the relevant devices.
Family Members and Relatives	Family status forms, such as birth registration notification	It is provided by you.	
Personnel	Job title, CV, CV, candidate application forms, last company information	It is provided by you.	It is obtained from employment platforms such as Kariyer.net, Likendin, İŞKUR etc.
Other	Vehicle information, demobilisation certificate, SSI registration number, invitation information from the personnel to be married, IP addresses and web browsing movements of the work computer used by the employees,	Demobilisation certificate, invitation information is provided by you.	IP addresses, web browsing movements, SSI registration number are obtained by the company.

PERSONAL DATA RECEIVED FROM SUPPLIERS

Data Category		Where the Data is Obtained	
Credentials	Information such as name, surname, photocopy of identity card or T.R. Identity Card, signature	It is given by you or your representative.	
Contact Details	Contact information such as open address, mobile phone number, e- mail address	It is given by you or your representative.	
Financial Information	IBAN (Account number)	It is given by you or your representative.	
Visual Data	Closed circuit security camera images, identity card or T.R. Identity Card and photograph in the driving licence	A photocopy of the identity card or T.R. Identity Card, photocopy of the driving licence is provided by you or your representative.	Security camera images are obtained through closed circuit security cameras.
Education Information	Educational status, photocopies of certificates and diplomas, OHS training certificate, training and skills information	Your Education Information is provided by you or your representative	
Other	Information such as employment contracts, working hours, photocopy of driving licence, photocopy of registration, SRC2 certificate (Driver professional qualification)	Photocopy of the licence, SRC2 certificate is provided by you or your representative.	Labour contracts, working hours are established by the Company.

PERSONAL DATA RECEIVED FROM CUSTOMERS

Data Category		Where the Data is Obtained
Credentials	Information such as name, surname, photocopy of identity card or T.R. Identity Card, signature	It is given by you or your representative.
Contact Details	Contact information such as open address, mobile phone number, e-mail address	It is given by you or your representative.
Financial Information	Iban (Account number)	It is given by you or your representative.
Other	SSI Information, Vehicle Licence Plate Information	It is given by you or your representative.

PERSONAL DATA RECEIVED FROM VISITORS

Data Category		Where the Data is Obtained	
Credentials	Information such as name, surname, TR Identity Number, Date of Birth	It is provided by you.	
Contact Details	Contact information such as telephone number, address information, e-mail address	It is provided by you.	
Process Security	MAC address of the computers used, information of log records		It is obtained under 5651.
Physical Space Security	Closed circuit security camera footage		Security camera images are obtained through closed circuit security cameras.
Sensitive Personal Data	Temperature measurement information for our visitors	Given by you.	
Other	Vehicle information, person visited	It is provided by you.	

FOR WHAT REASONS DO WE COLLECT YOUR PERSONAL DATA?

We request such data from you for the following reasons;

- > Your personal data may need to be collected by the Company for the execution of the processes stipulated in the laws. Failure to provide this personal data may cause you not to benefit from some rights under the Labour Law and related legislation.
- > Your personal data may need to be collected by the Company in order for the Company to fulfil its legal obligations under the relevant legislation. Failure of the Company to fulfil its legal obligations may cause the Company to be sanctioned for this reason and may prevent the fulfilment of your legal obligations through the Company.
- > Your personal data may need to be collected by the Company for the performance of the contract between you and the Company. Failure to share your personal data obtained here may cause your business relationship with the Company not to be carried out properly, some processes created by the Company for your benefit may not be fulfilled or it may be difficult for you to fulfil.
- > The Company may collect your personal data in order to ensure its legitimate interests by always prioritising your rights. Since the purposes of the Company in collecting your personal data are the same as the purposes of processing, these legitimate interests are explained under the article "In particular to ensure the legitimate interests of the Company" under "Purposes of Processing Your Personal Data".

PURPOSES OF PROCESSING PERSONAL DATA

Your personal data may be processed by the data controller or legal/real persons to be appointed by him/her in accordance with the LPPD in the following cases;

- > Authentication and record creation,
- > Keeping financial and accounting records
- > Fulfilment of legal obligations
- > Safety review and audit
- > Formulation of allegations and complaints of criminal offences
- > Conducting information security audits and ensuring confidentiality
- > Providing and organising training
- > Occupational health and safety
- > In order to determine whether you are suitable for the position sought, and if it is decided that you are not suitable, in order to evaluate you in similar positions,
- > In order to open salary accounts for the personnel, to provide rental cars when necessary, to provide telephones, to provide telephone lines, to provide meal cards, to fulfil automatic individual pension transactions,
- > For the purpose of various human resources applications,
- > For the purpose of emergency medical interventions,
- > For the purpose of tracking and monitoring sick leave or monitoring the health conditions necessary for the Personnel to fulfil their duties;
- > For the purpose of following up on wage garnishments placed on the salary of the Personnel,
- > For the purpose of ensuring and auditing **GENERAL TEKSTİL** quality, information security and confidentiality policies and standards,
- > For the purpose of organising company travel,
- > In case of emergencies, in order to contact the persons given by the Personnel with their own consent,
- > For the detection and control of entries and exits to and from work,
- > To prepare reporting and analyses to be made to senior management,
- > Fulfilment of functions such as software, enterprise resource planning, reporting, marketing, etc,
- > To evaluate performance and determine remuneration policies,
- > Benefit from promotions and campaigns,

- > Recording of camera footage for privacy and security reasons in the workplace,
- > Fulfilment of the requirements determined by laws and regulations (tax legislation, social security legislation, law of obligations legislation, commercial law legislation, occupational health and safety law, legislation on electronic communication, etc. all relevant legislation)
- > Fulfilment of obligations related to e-invoice, e-archive and e-dispatch note,
- > Fulfilling the requests of public institutions and organisations as required or obliged by legal regulations,
- > Fulfilment of legal obligations specified in the KVKK,

To ensure the legitimate interests of the Company, in particular;

- Management of the company, running the business,
- Implementation of company policies

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 statutory statute of limitations.

TO WHOM AND FOR WHAT PURPOSE THE PROCESSED PERSONAL DATA MAY BE TRANSFERRED

Provided that your processed personal data is limited to the mandatory information, your personal data may be processed at home or abroad;

- > With banks for the purpose of opening a salary account,
- > Car hire companies for the purpose of providing rental vehicles when necessary
- > GSM operators to provide telephone lines where necessary,
- > With private pension companies in order to fulfil the company's compulsory private pension obligations,
- > With occupational health and safety companies, hospitals and health organisations for emergency medical interventions and to fulfil occupational health and safety obligations,
- > With suppliers and solution partners to fulfil functions such as software, enterprise resource planning, reporting, marketing, etc,
- > With audit firms and information security firms in order to carry out the necessary quality, confidentiality and standard audits,
- > With companies that process data on behalf of **GENERAL TEKSTİL** (providing IT support, providing traffic/customer satisfaction measurement, profiling and segmentation support, providing support in the field of sales and marketing, especially sms, mailing, archiving),
- > Due to the information technologies used by **GENERAL TEKSTİL**, the servers located abroad and the companies that provide this server support and the companies that provide cloud computing services in cases where cloud computing is used,
- > With the relevant audit firms, private integrator firms, independent audit firms, customs firms, financial advisors/accounting firms, law offices in order to fulfil our obligations and audit our commercial activities in accordance with the provisions of the relevant legislation,
- > With tourism and/or transport companies and related suppliers for booking/promotion purposes,
- > With the relevant suppliers in terms of the operability of the common database established by the company,
- > With cargo companies in order to make deliveries when necessary,
- > Organisations and companies requesting references about the employee,
- > With public institutions and organisations in order to fulfil legal requirements and/or to fulfil the requests of official authorities,

In cases where explicit consent is required by law, explicit consent is obtained (except in cases

where explicit consent is not required by law) and within the framework of the conditions determined by law, it is shared with all relevant public institutions and organisations, especially the lawyers from whom the Companies receive legal services, the Common Health and Safety Unit, the Ministry of Labour and Social Security, the Social Security Institution, the Turkish Employment Agency, Law Enforcement Forces, Turkish Courts.

STORAGE PERIOD OF PERSONAL DATA

Your personal data will be stored for the above purposes as long as your employment contract continues. Your personal data, which are required to be kept by law, will be kept for 10 (ten) years after the termination of your employment contract in accordance with the social security legislation. In the event that the employment contract does not start with the candidate personnel, their personal data will be stored for 10 (ten) years in order to be evaluated in similar positions. After the expiration of the period, your personal data will be deleted, destroyed and/or anonymised by GENERAL TEKSTİL or upon your request by methods within the scope of the Law on the Protection of Personal Data and related regulations. You can always withdraw your consent for the processing of personal data other than the data required to be processed by law

EXCEPTIONS TO THE RIGHT OF APPLICATION

Pursuant to Article 28 of the KVK Law, it will not be possible for personal data owners to assert their rights on the following issues;

- > processing of personal data for purposes such as research, planning and statistics by anonymising them with official statistics,
- > processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that such processing does not violate national defence, national security, public security, public order, economic security, privacy of private life or personal rights or constitute a crime,
- > processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations entrusted and authorised by law to ensure national defence, national security, public safety, public order or economic security,
- > processing of personal data by judicial or enforcement authorities in relation to investigation, prosecution, judgement or execution proceedings.

- > Pursuant to Article 28/2 of the KVK Law; In the cases listed below, it will not be possible for personal data owners to assert their rights, except for requesting compensation for the damage;
- > the processing of personal data is necessary for the prevention of crime or criminal investigation,
- > processing of personal data made public by the personal data subject himself/herself,
- > personal data processing is necessary for the execution of supervisory or regulatory duties and disciplinary investigation or prosecution by the public institutions and organisations and professional organisations in the nature of public institutions, which are authorized and empowered based on the authority granted by law,
- > Processing of personal data is necessary for the protection of the economic and financial interests of the state in relation to budgetary, tax and financial matters.

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 Procedures and Principles of Application to the Data Controller may be charged.

In matters related to the processing of your personal data, you must submit your application to our Company by filling out the application form on the Company's website, in person in writing or by



using registered electronic mail (KEP) address, secure electronic signature, mobile signature. For detailed information, you can review the data subject application form and explanation on our website.

CONTACT DETAILS

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