

CLARIFICATION TEXT ON THE PROCESSING OF EMPLOYEE PERSONAL DATA

This Clarification Text is within the scope of the Law on the Protection of Personal Data No. 6698 ("KVKK") and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Disclosure Obligation ("Communiqué"). It has been prepared and presented to you in the capacity of Data Controller in our company **FİSTAŞ Fancy Yarn Industry and Trade Inc;** located at **DOSAB MUSTAFA KARAER CD. N:25 OSMANGAZİ / BURSA / Türkiye.**

PURPOSE OF PROCESSING PERSONAL DATA

Within the scope of the employee-employer relationship to be established with the employment contract you will conclude with our company, you will be responsible for identification, communication, personnel, training, professional experience, attire, finance, audiovisual records, transaction security, legal action, risk management, location, criminal conviction and security measures and Your personal data in the health category is provided.

Your personal data in question is carried out by our Company for Execution of Contract Processes, Fulfillment of Obligations Originated from Employment Contracts and Legislation for Employees, Planning of Human Resources Processes, Providing Physical Space Security, Providing Information to Authorized Persons, Institutions and Organizations, Ensuring the Security of Movable Property and Resources, Subsidiary for Employees. Execution of Rights and Benefits Processes, Execution of Training Activities, Execution of Occupational Health / Safety Activities, Execution of Emergency Management Processes, Execution of Access Authorities, Execution of Information Security Processes, Execution / Audit of Business Activities, Execution of Goods / Services Production and Operation Processes, Finance and Accounting Execution of Processes, Follow-up and Execution of Legal Affairs, Execution of Product / Service Sales Processes, Execution of Goods / Services After-Sales Support Processes, Execution of Marketing Processes of Products / Services, will be processed in accordance with the principles of law and honesty for their purposes, in connection with the purpose for which they are processed, limited and measured, as stipulated in the relevant legislation or for the period required for the purpose for which they are processed.

METHOD OF COLLECTING PERSONAL DATA AND LEGAL REASON

Your personal data specified in this Clarification Text, our General Directorate, our branches, our website www.fistas.com and the security cameras owned by our Company, in written and/or electronic media, fully or partially automatically.

Your collected personal data is mandatory for the Data controller to fulfill its legal obligation in Article 5 of the KVKK, Provided that it is directly related to the establishment or performance of a contract, it is necessary to process the personal data of the parties to the contract, It is clearly stipulated in the laws, Data processing is mandatory for the establishment, exercise or protection of a right, data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject, is processed automatically, in whole or in part, based on legal reasons.

If the personal data processing activity carried out by our company is a data processing activity subject to the express consent stipulated in Article 5 of the KVKK, then your personal data is processed fully or partially automatically based on your express consent.

TRANSFERRING PERSONAL DATA

Your personal data is never shared with third parties without your knowledge or otherwise, and is not used or sold for commercial purposes for any reason other than activity.

Your personal data is mandatory for the data controller to fulfill its legal obligation, Provided that it is directly related to the establishment or performance of a contract, it is necessary to process the personal data of the parties to the contract, It is clearly stipulated in the laws, It is mandatory for the data controller to fulfill its legal obligation, Establishment of a right Natural persons or private law legal entities (our customers, service providers) on the basis of legal grounds that data processing is mandatory for the use or protection of data, provided that it does not harm the fundamental rights and freedoms of the data subject,

It can be transferred to the institutions/organizations received, Banks, Auditors), and Authorized Public Institutions and Organizations (SGK, Tax Office, Ministries). The said transfer is carried out for the purposes of fulfilling the legal obligations of our Company, receiving services/support/consultancy in matters that cannot be performed by our company and requiring expertise, clearly stipulated in the laws, and establishing, exercising or protecting a right.

In addition, your personal data;

Fulfilling the purpose required for the performance of the employment contract, in particular;

- We can process it in the programs we use for the purpose of executing payroll transactions, tracking payrolls and keeping your personal data up-to-date. These data are stored in the application's own data recording medium.

In particular, in order to fulfill the requirements within the scope of the Labor Law, the Occupational Health and Safety Law, the Social Security Law and related legislation and other laws and regulations;

- **FİSTAŞ Fancy Yarn Industry and Trade Inc.** is able to share with the consultancy firms and private employment Offices we work with in order to receive consultancy regarding the determination of the incentives that we can benefit from with the title (SGK, İŞKUR, TÜBİTAK, KOSGEB, R&D and other legislation) and on the account.
- We can share your health data with our contracted OSGB and our workplace doctor so that they can perform treatment and health checks.

In particular, due to fulfilling our legal obligations;

- In order for us to exercise our right of defense, we may share it with our lawyers and relevant institutions within the framework of our obligation to fulfill legal requests such as court orders or requests for evidence, provided that it is in accordance with the law and procedure.

In order to administer the company, conduct the business, implement company policies, in particular;

- We can transfer your personal data to the companies we are affiliated with or work with in order to ensure our internal functioning.
- In order to preserve the company's data storage capacity, we can transfer it to archival companies so that it can be stored during storage periods.
- Required personal data can be transferred to the companies we work with for reasons such as domestic/international travel organization, transportation, vehicle supply, business card printing, parking lot registration.

If the personal data transfer carried out by our company is a data processing activity subject to explicit consent stipulated in Article 5 of the KVKK, then your personal data is transferred based on your explicit consent, and your personal data is never shared with third parties in the absence of your explicit consent.

DELETING, DESTROYING OR MAKING PERSONAL DATA

Pursuant to Article 7 of the KVKK, your personal data has been processed in accordance with the relevant legislation. Your personal data ex officio, in case the reasons requiring its processing disappear or upon your request, it is deleted, destroyed or anonymized by our Company. This particular procedures and principles regarding the Personal Data Protection Law published in the Official Gazette dated 28.10.2017 and numbered 30224. According to the Regulation on the Deletion, Destruction or Anonymization of Data will be brought. Your personal data is deleted, destroyed or anonymized by our Company deleted, destroyed or anonymized within 6 (six) months following the date of our liability is made.

YOUR RIGHTS FROM PERSONAL DATA PROTECTION LAW

As the personal data owner, You and our employees, have the rights specified in Article 11 of the KVKK. In accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller, **DOŞAB MUSTAFA KARAER CD. N:25 OSMANGAZİ / BURSA / Türkiye** You can use it by sending it in writing to the address.

Data Controller before processing personal data **FİSTAŞ Fancy Yarn Industry and Trade Inc.** I accept that I have read and understood the information prepared and submitted to me by the Company in order to fulfill the obligation of disclosure and that I have been informed about my personal data.

Name surname :

Signature :

Employee can handwritten I have read, understood and accepted.