

**ÜNVER GRUP OTOMOTİV SANAYİ VE TİCARET ANONİM ŞİRKETİ**

**POLICY OF PROTECTING AND PROCESSING PERSONAL DATA**

Version 0.1

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## 1. INTRODUCTION

### 1.1. Purpose and Scope of the Policy

1. The Law on Protection of Personal Data No.6698 (the "Law" ) has come into force on 7 April 2016 and this Policy of Protecting and Processing Personal Data (the "Policy") of **Ünver Grup Otomotiv Sanayi Ve Ticaret Anonim Şirketi** aims at ensuring **Ünver Grup Otomotiv Sanayi ve Ticaret Anonim Şirketi** ("Ünver" or the "Company") to comply with the Law and determining the principles to be followed by **Ünver Grup Otomotiv Sanayi ve Ticaret Anonim Şirketi** to fulfill its obligations regarding protection and processing of personal data.

The Policy specifies the conditions of processing personal data and sets out the main principles adopted by the Company to process personal data. In this context, the Policy covers all personal data processing activities, the owners of all personal data and all personal data processed by the Company.

The matters regarding the processing of the personal data of Company **employees** are not included in this Policy and separately regulated in the Policy of Processing and Protection of the Personal Data of Ünver Employees.

Definitions of the terms used in the Policy are given in ANNEX-1.

### 1.2. Enforcement and Amendment

The policy was published on the website by the Company and made public. In case of any contradiction between the applicable legislation, the Law being in the first place, and the regulations in this Policy, the provisions of the relevant legislation shall apply.

The Company reserves the right to amend the Policy in line with the legal regulations. The current version of the Policy is available and accessible on the Company website address <http://www.unvergroup.com/gdpr.aspx>

## 2. DATA OWNERS, DATA PROCESSING PURPOSES AND DATA CATEGORIES IN RESPECT OF PERSONAL DATA PROCESSING ACTIVITIES CARRIED OUT BY OUR COMPANY

### 2.1. Data Owners

Within the scope of this Policy, Data Owners are all real persons apart from Company employees whose personal data are processed by the Company. In this context, the categories of data owners in general are as follows:

DATA OWNER CATEGORIES		EXPLANATION
1.	<b>Employee Candidate</b>	Real persons who make a job application by sending their CVs to the Company or otherwise.
2.	<b>Family of Employee</b>	Immediate family of Company employees such as mother, father, spouse and children.
3.	<b>Family of Employee Candidate</b>	Immediate family of real persons who make a job application by sending their CVs to the Company or otherwise such as mother, father, spouse and children.
4.	<b>Visitor</b>	Third persons visiting the Company premises.

5.	<b>Customer</b>	Real persons whose personal data are obtained regardless of whether they have any contractual relationship with the company or not.
6.	<b>Supplier's Employee</b>	Employees of companies from which the Company supplies products or services.
7.	<b>Supplier's Official</b>	Officials of the companies from which the company buys products or services
8.	<b>Business Partner's Employee</b>	Employees of the companies which the Company considers as partners
9.	<b>Employees of Subcontractor</b>	Employees of subcontracting companies
10.	<b>Board of Directors</b>	Real persons who are members of the Board of Directors
11.	<b>Authorized Signatories</b>	Real persons authorized to sign on behalf of the Company
12.	<b>Shareholder</b>	Real persons who are shareholders/partners of the Company
13.	<b>Third Person</b>	The persons included in the aforementioned data owner categories and real persons other than Company employees

Data owner categories are specified for general information sharing purposes. Not being included in the scope of these categories does not annihilate the qualification of any data owner as a data owner.

## 2.2. Personal Data Processing Objectives

Your personal data and sensitive personal data may be processed by the Company for the following objectives in compliance with the personal data processing conditions stipulated in the Law and relevant legislation:

1. Fulfillment of contractual and regulatory obligations by the employees
2. Managing the processes of fringe benefits and interests of the employees
3. Execution of audit/ethical activities
4. Execution of the activities in conformity with the legislation
5. Execution of financial and accounting affairs
6. Ensuring the security of physical space 42.
7. Planning the processes of human resources
8. Execution/audit of business activities
9. Execution of occupational health/safety activities
10. Execution of logistics activities
11. Execution of the processes of goods/services procurement
12. Execution of the processes of goods/services sale
13. Execution of the processes of goods/services production and operation
14. Execution of contractual processes
15. Securing movable goods and resources
16. Execution of supply chain management processes "
17. Providing information to authorized persons, institutions and organizations
18. Execution of administrative activities
19. Creating and following up visitor reports

### 2.3. Personal Data Categories

Your personal data categorized by the Company below are processed in compliance with the personal data processing conditions stipulated in the Law and relevant legislation:

<b>CATEGORIZATION OF PERSONAL</b>	<b>EXPLANATION</b>
<b>Credentials</b>	All information regarding the identity of the person included in documents such as driving license, identity card, certificate of residence, passport, attorney ID, marriage certificate
<b>Contact information</b>	Information for contacting the data owner such as phone number, address, e-mail
<b>Financial Information</b>	The processed data related to the documents, information and records evidencing all kinds of financial results created on the basis of the type of the legal relationship established by our Company with the personal data owner,
<b>Information About Family Members and Relatives</b>	The information about the family members and relatives of the personal data owner processed for the purpose of protecting legal interests of the Company and data owner in connection with the products and services we provide
<b>Information Regarding Legal Proceedings and Harmonization</b>	Personal data processed to determine and keep track of our legal rights and receivables and payables and in the scope fulfilling our obligations and of harmonization with the policies of our Company
<b>Customer Information</b>	Information obtained and produced about the related person as a result of our commercial activities and operations carried out by our business units in this context
<b>Risk Management</b>	Data regarding information security
<b>Physical Space Security Information</b>	Camera recordings made at the entry to physical space and during the stay inside the physical space, personal data related to records such as fingerprints and documents
<b>Process Security Information</b>	Your personal data processed to technically, administratively, legally and commercially protect ourselves while we carry out our commercial activities
<b>Information About Employee Candidate</b>	The personal data about those who applied for a job to our Company or the individuals who are sized up as employee candidates in line with human resources need of our Company in compliance with the rules of commercial practice or rules of honesty or the individuals who have a work relationship with our Company
<b>Professional Experience</b>	The personal data about the experience of those who applied for a job to our Company or the individuals who are sized up as employee

	candidates in line with human resources need of our Company in compliance with the rules of commercial practice or rules of honesty or the individuals who have a work relationship with our Company
<b>Audio-Visual Records</b>	Data related to camera recordings, photographs or video recordings kept in our company
<b>Sensitive Data</b>	Information regarding the race, ethnic origin, political opinion, philosophical belief, religion, religious sect or other beliefs, appearance, affiliation with associations, foundations or trade unions, health, sexual life, conviction and security measures and biometric and genetic information are sensitive data.
<b>Demand/Complaint Management Information</b>	Personal data regarding the receipt and evaluation of all kinds of demands or complaints directed to our Company

### 3. PRINCIPLES AND CONDITIONS REGARDING THE PROCESSING OF PERSONAL DATA

#### 3.1. Principles Regarding the Processing of Personal Data

Your personal data are processed by the Company in accordance with the principles of personal data processing under Article 4 of the Law. It is mandatory to comply with these principles for each and every personal data processing activity:

- ***Processing the personal data in accordance with the law and rules of honesty;*** The Company complies with the laws, secondary regulations and general principles of the law in processing of your personal data; it attaches importance to process the personal data confined to the objective of processing personal data and considers reasonable expectations of data owners.
- ***Accurate and up-to-date personal data;*** The Company pays attention to up-to-dateness of your personal data and makes necessary controls in this respect. Data owners are entitled to request correction or deletion of inaccurate or outdated data in this context.
- ***Processing the personal data for specific, explicit and legitimate objectives;*** The Company identifies data processing purposes before processing each and every personal data and attaches importance to legitimacy of these objectives.
- ***Personal data being relevant, limited and restrained to processing objective;*** The Company limits the data processing activity with personal data required to achieve the objective of collecting the data and necessary steps are taken to prevent processing of personal data not related to this objective.
- ***Retaining the personal data for a period required by legislation or processing objectives;*** The personal data is deleted, destroyed or anonymized after the objective of personal data processing by the Company disappears or after the expiry of the period stipulated in the legislation.

#### 3.2. Conditions Regarding the Processing of Personal Data

Your personal data is processed by the Company in the event that at least one of the conditions of processing personal data under Article 5 of the Law is present. Explanations regarding the said conditions are below:

- ***Having explicit consent of the owner of the personal data;*** In cases where other data processing conditions do not exist, the personal data of the owner may be processed by the Company in accordance with the principles under the heading 3.1 upon explicit consent of the data owner limited with the said processing granted with his/her free will beyond question after having knowledge of the personal data processing activity.
- ***In case the personal data processing activity is explicitly stipulated in the laws,*** the Company may process the personal data without explicit consent of data owner. In this case, the Company will process the personal data in accordance with the relevant legal regulation.
- ***In the event that explicit consent of data owner cannot be obtained due to de facto impossibility and the processing the personal data is mandatory,*** the personal data of data owners who cannot provide his/her consent or whose consent are null and void will be processed provided that personal data processing is mandatory to protect the life or bodily integrity of data owner or any other third person.
- ***In the event that personal data processing activity is directly related to drawing up or execution of a contract ,*** personal data will be processed if the personal data of the parties of the contract drawn up and signed between the data owner and the Company are required to be processed.
- ***In the event that personal data processing is mandatory for data supervisor to fulfill its legal obligation ,*** the Company processes personal data in order to fulfill its legal obligations stipulated in the applicable legislation.
- ***If the personal data are anonymized*** or declared to the public by data owner and became public knowledge otherwise, these personal data may be processed by the Company limited with the anonymization purpose and without explicit consent of data owners.
- ***In the event that processing the personal data is obligatory for establishment, exercise or protection of a right*** the Company will process the personal data of data owners due to this obligation without their explicit consent.
- ***In the event that data processing is compulsory to protect the legitimate interests of data supervisor without prejudice to fundamental rights and freedoms of data owner ,*** the Company may process the personal data on condition that the balance of interest of the Company and the data owner is looked after. In case the Company processes the data due to legitimate interest, it primarily determines the legitimate interest that will result from the processing. The Company assesses the potential effect of the processing of personal data on the rights and freedoms of data owner and if it is of the opinion that the balance is not disturbed, it processes the personal data.

### **3.3. Conditions Regarding the Processing of Sensitive Personal Data**

The sensitive data are determined in a limited number in Article 6 of the Law. Information regarding the race, ethnic origin, political opinion, philosophical belief, religion, religious sect or other beliefs, appearance, affiliation with associations, foundations or trade unions, health, sexual life, conviction and security measures and biometric and genetic information are sensitive data.

The Company may process the sensitive personal data in the following cases by ensuring additional measures determined by the Personal Data Protection Board to be taken:

- ***Sensitive personal data other than health and sexual life of individuals*** can only be processed with explicit consent of data owner or explicitly stipulated in the laws.

- **Personal data related to health and sexual life** can only be processed by the persons who have confidentiality obligation for the purposes of protecting public health, carrying out preventive medicine, medical diagnosis, treatment and care services, planning and managing the finance or by authorized institutions and organizations without seeking for explicit consent of the data owner.

*See. The Policy for Protection and Processing of Sensitive Data*

#### 4. TRANSFER OF PERSONAL DATA

In conformity with articles 8 and 9 of the Law and additional regulations determined by the Personal Data Protection Board, the Company may transfer the personal data at home or abroad provided that the conditions to transfer the personal data are present.

- **Personal data can be transferred by our Company to third persons at home** to the extent that at least one of the data processing conditions specified in articles 5 and 6 of the Law and described under the 3rd heading of this Policy is present, provided that the Company complies with the fundamental principles regarding data processing conditions.
- **Personal data can be transferred by our Company to third persons abroad without explicit consent of data owner** to the extent that at least one of the data processing conditions specified in articles 5 and 6 of the Law and described under the 3rd heading of this Policy is present, provided that the Company complies with the fundamental principles regarding data processing conditions

In the event that the country to which the personal data will be transferred is not among the safe countries announced by the Personal Data Protection Board, the Company may transfer the personal data to third persons abroad provided that the data supervisor in the relevant country undertakes to sufficiently protect the personal data in writing and upon permission of the Personal Data Protection Board if at least one of the data processing conditions specified in articles 5 and 6 of the Law is present (See. the Policy).

In accordance with the general principles and data processing conditions specified in articles 8 and 9 of the Law, the Company may transfer the data to the parties categorized in the below table:

CATEGORIZATION OF DATA SHARING PARTIES	SCOPE	PURPOSE OF TRANSFER
<b>Business Partner</b>	The parties with which the Company establishes business partnership while carrying out its commercial activities	Limited sharing of personal data with the intent of achieving the objectives of establishing the business partnership
<b>Supplier</b>	The parties which provide services for the Company to maintain its commercial activities in line with the instructions of the Company and under the contract signed with the Company	Data transfer limited with outsourced services provided by the Supplier



<b>Legally Authorized Public Institution</b>	Public institutions and organizations legally authorized to receive information and documents from the Company	Personal data transfer limited with the request of information by relevant public institutions and organizations
<b>Legally Authorized Private Institution</b>	Private law persons who are legally authorized to receive information and documents from the Company	Personal data transfer limited with the request of information by relevant private law persons within the scope of their legal authority

**The Company transfers the data based on the following purposes and legal reasons;**

**Purposes**

1. Conducting/Auditing Business Activities
2. Conducting Communication Activities
3. Execution of Customer Relationship Management Processes
4. Execution of Customer Complaint Processes
5. Execution of Finance and Accounting Affairs
6. Payment of Payables
7. Execution of Legal Transactions
8. Fulfillment of Obligations Arising From the Law and Relevant Legislation
9. Providing Information to Authorized Persons, Institutions and Organizations
10. Request by Authorized Institution

**Legal Reasons**

1. Having explicit consent of personal data owner
2. Explicit stipulation of personal data processing activity in the laws
3. Direct relationship of personal data processing activity with drawing up or execution of a contract
4. Obligatory personal data processing activity for the data supervisor fulfill its legal obligation
5. Obligatory personal data processing activity to establish, exercise or maintain a right
6. Obligatory personal data processing activity to protect legitimate interests of data supervisor without prejudice to fundamental rights and freedoms of data owner

**5. CLARIFICATION OF DATA OWNERS AND RIGHTS OF DATA OWNERS**

Pursuant to Article 10 of the Law the data owners should be clarified about processing of their personal data prior to or on the instant of processing the personal data at the latest. Pursuant to the relevant article, the required structure is established within the Company to clarify data owners whenever personal data are processed by the Company in the capacity of data supervisor In this context;

- Please review section 2.2 of the Policy to be informed about the processing of your personal data.

- Please review section 4 of the Policy to be informed about the parties to whom your personal data are transferred and purpose of this transfer.
- Please review sections 3.2 and 3.3 of the Policy to be informed about conditions related to the processing of your personal data that may be collected via different channels in physical or electronic environments.
- We would like to remind you that you have the following rights under Article 11 of the Law as data owners:
  - Being informed whether your personal data are processed or not,
  - If your personal data are processed, requesting information in this respect,
  - Being informed about the purpose of processing your personal data and whether they are used properly or not,
  - Being informed about the third persons at home or abroad to whom your personal data are transmitted,
  - Requesting correction of your personal data in case they are processed imperfectly or wrongly and requesting the third persons to whom your personal data are transmitted to be informed in this respect,
  - Even if your personal data are processed in compliance with the Law and provisions of other laws, requesting them to be deleted or destroyed if the reasons that require them to be processed are not valid anymore and requesting the third persons to whom your personal data are transmitted to be informed in this respect,
  - In case the analysis of the processed data exclusively made with automatic systems results in a circumstance to your detriment, raising an objection to this,
  - Claiming your loss to be indemnified if you incur a loss due to unlawful processing of your personal data.

You can convey your applications regarding your aforementioned rights to our Company by visiting the address <http://www.unvergroup.com/gdpr.aspx> and filling Ünver Data Owner Application Form. Depending on the nature of your request, your applications will be finalized free-of-charge as soon as possible and within thirty days at the latest; however, in case this process requires an additional cost, the fee will be charged in accordance with the tariff of fees determined by the Personal Data Protection Board.

When assessing the applications, the Company first determines whether applicant is the real right holder or not. However, the Company may request detailed and additional information in order to better assess the application.

Responses to data owners' applications are conveyed in writing or electronically by the Company. If the application is rejected, the reasons for rejection will be explained to data owner.

In the event that the personal data are directly obtained from data owner, the Company clarifies the data owners; (1) within a reasonable period after obtaining the personal data, or (2) at the first contact with data owner if the personal data will be used to communicate with the data owner, or (3) at the instant of transferring the personal data at the latest if the personal data will be transferred.

## **6. DELETION, DESTRUCTION, ANONYMIZATION OF PERSONAL DATA**

Even if the personal data were processed in accordance with the law under Article 7 of the Law, the Company deletes, destroys or anonymize them ex officio or upon request of data owner in conformity with the guidelines issued by the Institution if the reasons for their processing are not valid anymore.

## **7. SCOPE OF THE LAW AND RESTRICTIONS OF ENFORCEMENT**

The following cases are outside the scope of the Law:

- If the personal data are processed by real persons within the scope of the activities related to the data owner or the family members residing in the same domicile, provided that they will not be disclosed to third persons and data security obligations are complied with.
- Processing the personal data by anonymizing with official statistics for reasons such as researching, planning and statistics.
- Processing the personal data for purposes of arts, history, literature or science, provided that it doesn't violate national defense, national security, public order, right of privacy or personal rights or doesn't constitute a crime or within the scope of freedom of expression.
- Processing the personal data within the scope of preventive, protective or intelligence activities carried out by public institutions and organizations commissioned and authorized to ensure national defense, national security, public security, public order or economic safety.
- Processing of the personal data by judicial or execution authorities in relation to investigation, prosecution, adjudication or execution procedures.

In the following circumstances the Company is not required to clarify the data owners and the data owners shall not exercise their rights specified in the Law except their right to indemnity.

- If processing the personal data is required to prevent a crime to be committed or within the scope of a criminal investigation.
- Processing of the personal data anonymized by the related person.
- If processing of personal data is required for public institutions and organizations commissioned and authorized by law and public professional organisations to carry out their audit or regulation duties, and for disciplinary investigation or prosecution.
- If processing of personal data is required to protect the economic and financial interests of the State in relation to budget, taxes and financial matters.

## ANNEX 1: DEFINITIONS

DEFINITION	
<b>Personal Data</b>	All kinds of information related to identified or identifiable real persons.
<b>Sensitive Personal Data</b>	The data regarding the race, ethnic origin, political opinion, philosophical belief, religion, religious sect or other beliefs, appearance, affiliation with associations, foundations or trade unions, health, sexual life, conviction and security measures and biometric and genetic information are sensitive data.
<b>Personal Health Data</b>	All kinds of information related to the health of identified or identifiable real persons.
<b>Data Owner/Related Person</b>	Real person whose personal data are processed
<b>Employee</b>	Real persons who are employed as employees or interns by the Company under a fixed term/indefinite term, full time/part time employment contract or any other contract
<b>Employee Candidate</b>	Real persons who are not Company employees but have the status of Company employee candidate with various methods
<b>Processing of Personal Data</b>	All kinds of processes related to obtaining, recording, storing, retaining, changing, revising, disclosing, transferring, taking over, classifying the personal data and taking them over by wholly or partially automated means or by nonautomated means provided that they are a part of any data recording system or prevention of their utilization.
<b>Explicit Consent</b>	The consent granted with free will in relation to a certain matter based on clarification
<b>Data Supervisor</b>	Real or legal person who determines the purposes and means of personal data processing and in charge of establishing and managing the data recording system
<b>Data Processor</b>	Real and legal person who processes personal data on behalf of the data supervisor with the authorization invested by the data supervisor
<b>Personal Data Processing Inventory</b>	The inventory of personal data processing activities of Ünver depending on the work processes of data supervisors by associating them with purposes of personal data processing, data categories, transferee groups and the group of data owners. The inventory provides detailed information about the maximum period required for processing purposes, the personal data envisaged to transfer to foreign countries and the measures taken for data security
<b>Personal Health Data</b>	All kinds of information related to the health of identified or identifiable real persons.
<b>The Law on the Protection of Personal Data</b>	The Law on Protection of Personal Data No.6698, dated 24 March 2016

<b>("PDP Law")</b>	
<b>Constitution</b>	The Constitution of the Republic of Turkey No.2709
<b>Personal Data Protection Board</b>	Personal Data Protection Board
<b>Personal Data Protection Authority</b>	Personal Data Protection Authority
<b>Policy</b>	Ünver's Personal Data Processing and Protection Policy
<b>Company/Ünver</b>	Ünver Grup Otomotiv Sanayi ve Ticaret Anonim Şirketi
<b>Business Partners</b>	Persons with whom the Company establishes a contractual relationship within the framework of its commercial activities.

#### ANNEX 2:

<b>DATA RECEIVER GROUPS</b>	
<b>Legally Authorized Public Institutions and Organizations</b>	The following public institutions and organizations legally authorized to receive information and documents from the Company  Scientific and Technological Research Council of Turkey, Turkish Patent Institute, Ministry of Labor and Social Security, Social Security Institution, Turkish Employment Organization, Tax Office, Enforcement Office, Registry of Commerce, Law Enforcement Officers
<b>Private Law Legal Entities</b>	The companies from which service is bought such as business partners and suppliers, customers, training, financial and legal consultancy, audit consultancy companies, banks, insurance companies