

## **BTMboru Endüstriyel Deniz Ürünleri Paz. İth. İhr. San. ve Tic. A.Ş. (BTMboru)**

### **Clarification Text on Protection of Personal Data for Personnel**

As BTMboru, we show maximum sensitivity to the security of your personal data. With this awareness, we attach great importance to the processing and preservation of all personal data belonging to all persons related to BTMboru, including those who benefit from our services, in accordance with the Law on Protection of Personal Data ("KVKK") numbered 6698. With the full understanding of this responsibility, as BTMboru as defined in the KVKK, we process your personal data as "Data Supervisor" as explained below and within the limits prescribed by the legislation.

### **Personal and Special Qualified Personal Data We Process Regarding the Personnel**

As BTMboru, we process the following personal data and special quality personal data for personnel and personnel candidates.

Personal Data:

- Identity Information: Turkish ID Number, Name, surname, place / date of birth, ID serial number, signature, marital status, parents name
- Personal Information: Military status information, citizenship information, entry-exit certificate, signature, wage and benefits, driver's license, training certificate, body size, foot number, defense letter, employment entry-exit date, bank ID number
- Contact Information: Phone number, E-mail address, Address Information
- Professional Experience: Title, professional experience, diploma information
- Finance: Salary information, advance information, account number
- Physical Space Security: Camera recordings
- Transaction Security: In-house password and password information, IP address information
- Visual and Audio Information: Photograph
- Legal Procedure: Correspondence information with judicial authorities, case file information
- Location: Location information

Special Quality Personal Data:

- Health Information: Personal health information,
- Information on Criminal and Conviction Security Measures: Criminal record

### **2. Collection, Processing and Processing Purposes of Personal Data**

- Personnel data will be processed within the scope specified in articles 5 and 6 of KVKK for the following purposes in order to ensure that the activities carried out by BTMboru are carried out in accordance with the relevant legislation and procedures.
- Within the scope of fulfilling the purpose required for the performance of the employment contract,
- Conducting the application processes of employee candidates
- Fulfillment of obligations arising from employment contracts and legislation for employees
- Conducting fringe benefits and benefits processes for employees
- Carrying out educational activities
- Following and executing legal affairs

- Planning human resources processes
- Execution / supervision of business activities
- Carrying out occupational health and safety activities
- Execution of wage policy
- Conducting internal audit, investigation, intelligence activities

Within the scope of fulfilling the requirements within the scope of Labor Law, Occupational Health and Safety Law, Social Security Law, Social Insurance and General Health Insurance Law and other relevant laws and regulations

- Organizing the personnel file and recording it for a possible audit
- Making SSI notifications, İŞKUR notifications and other legal obligation notifications
- Compliance with the information storage, reporting and information obligations stipulated by the relevant laws and regulations and authorized regulatory institutions and other authorities
- Providing the necessary processes and documents for possible public institutions audits
- Fulfillment of court decisions

Within the scope of carrying out activities related to infirmary processes

- Approval of the rest and rest reports received from external institutions by the company, reporting to the SSK institution and recording them.
- Within the scope of ensuring security within the workplace area.
- Ensuring security by monitoring the office building and area with a camera.

Within the scope of conducting workplace activities and implementing company policies.

- Communication with the staff via e-mail and mobile devices.
- Sharing content on BTMboru website and social media accounts for company achievements and activities within the company.

### **3.To Whom and For What Purpose the Processed Personal Data Can Be Transferred**

Your personal data collected; Our customers, company officials, business partners, service providers for the purposes of carrying out the necessary operational activities by our business units, establishing workplace safety, planning and executing BTMboru human resources policies and processes in order to ensure that the activities carried out by BTMboru are carried out in accordance with the relevant legislation and procedures. or to third parties, legally authorized public institutions, especially SGK, and legally authorized private organizations, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVK Law. The e-mail service provider Microsoft Office365 used by our company for e-mail communication will be able to be transferred abroad in case of legal or service-related actual requirements through the cloud system within the company, the cloud system used in the company, and the cloud system within the company.

### **4. Method and Legal Reason of Personal Data Collection**

Although your personal data may vary depending on your relationship with BTMboru; It may be collected verbally, in writing or electronically through automatic or non-automatic methods, through BTMpipe units and offices, website, social media channels and similar means. Your personal data collected in this way can be processed and transferred for the purposes specified in articles (2) and

(3) of this text within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK. In addition, your personal data may be processed when you visit our website or our company to use BTMboru services.

BTMboru has adopted the BTMboru Personal Data Processing and Protection Policy and Social Insurance and General Health Insurance Law No. 510, Labor Law No. 4857, Tax Procedure Law No. 213, Law No. 5651 on the Regulation of Publications on the Internet and 6698 It acts in accordance with the Personal Data Protection Law No.

BTMboru retains your personal data only for the period required for the purpose for which they are processed or in line with the relevant legislation and / or internal policies. In this context, first of all, the period stipulated in the relevant legislation for the storage of personal data is respected, and in cases where such a period is not foreseen, personal data are stored for the period required for the purpose of processing in line with the instructions in the internal policies. Personal data are deleted, destroyed or anonymized in the event of the expiration of the period or the disappearance of the reasons for processing.

## **5. Your Rights as a Related Person listed in Article 11 of KVKK**

As personal data owners, if you submit your requests regarding your rights to BTMpipe with the methods set out below in this Clarification Text, BTMboru will finalize the request free of charge within thirty days at the latest, depending on the nature of the request. In this context, personal data owners;

- Learning whether personal data is being processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data have been transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the KVKK and other relevant laws, and to request the third parties to whom the personal data has been transferred,
- Object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, it has the right to demand the compensation of the damage.

In line with these rights, applications must be submitted to BTMboru by filling out the application form at [www.btmboru.com.tr](http://www.btmboru.com.tr), using a secure electronic signature, mobile signature in writing or using your e-mail address that you previously notified to us and is included in our records. Additional verifications (such as sending a message to your registered phone, calling) may be requested by BTMboru in order to determine whether the application belongs to you or not and thus to protect your rights. If the application is made by third parties on behalf of the personal data owners, the person who will make the application must have a special power of attorney issued by the notary public.

In order to use your rights stated above, your request containing the necessary information identifying your identity and your explanations about your right to use the rights specified in

Article 11 of the KVKK; By filling out the application form on the website [www.btmboru.com.tr](http://www.btmboru.com.tr), you can send a signed copy of the form to **Hersek Mah. Ahmetpaşa Cad. No: 14/7/2 Altinova, Yalova, Turkey** and the retainer documents your identity, the address can transmit the obtained personally, can send by other methods specified in the notary or kvkk' or forward relevant form as secure electronic signatures to [info@btmboru.com.t](mailto:info@btmboru.com.t) address. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and in any case within 30 days at the latest. However, in case of an additional cost, the company reserves the right to charge you according to the tariff determined by the Personal Data Protection Board.

Best Regards.