

## DISCLOSURE TEXT ON PERSONAL DATA

Dear Guests,

The purpose of Law No. 6698 on the Protection of Personal Data is to protect the fundamental rights and freedoms of individuals, especially the right to privacy, and to regulate the obligations of natural and legal persons who process personal data and the procedures and principles to be followed.

This information on the protection of personal data explains our personal data protection and processing policy and how we collect, transfer, use and protect your personal data during the services performed by QVV Engineering UK Limited. (hereinafter referred to as the "Company"). Your personal data is collected in all kinds of verbal, written or digital media, within the scope of the above-mentioned purposes, in order for our company to fulfill its contractual and legal obligations.

### **Purposes of Processing Your Personal Data**

Pursuant to the provisions of Labor Law No. 4857 and KVKK No. 6698; personal data received within the scope of the employment relationship between the company as the data controller and the personnel/candidate personnel; For the purpose of identity verification and record creation, in order to determine whether you are suitable for the position sought and to evaluate you in similar positions if it is decided that you are not suitable, in order to fulfill the legal obligations regarding the employment of the personnel, to open a salary account for the personnel, to give a rental car when necessary, to give a telephone, to give a telephone line, to give a meal card, to fulfill automatic individual pension transactions, for various applications of the human resources unit, For the purpose of emergency medical interventions, for the purpose of tracking and monitoring sick leaves or for the purpose of monitoring the health conditions necessary for the personnel to fulfill their duties, for the purpose of tracking the wage garnishments placed on the salary of the personnel, for the purpose of ensuring and auditing the quality, information security and confidentiality policies and standards of the Company, for the purpose of organizing company travels, for the purpose of contacting the persons given by the personnel with their consent in case of emergencies, for the calculation of personnel costs, for the detection and control of entries and exits, for the preparation of reports and analyses to be made to senior management, for the fulfillment of functions such as software, enterprise resource planning, reporting, marketing, etc., for the purpose of performance evaluation and determining wage policies, for the purpose of benefiting from promotions and campaigns, for the purpose of recording camera images due to privacy and security practices in the workplace, In order to fulfill the requests of public institutions and organizations as required or obliged by legal regulations, in order to fulfill the legal obligations specified in the KVKK and, without limitation, to fulfill 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) and similar purposes. During the processing of data, no violation of your personal rights will be allowed.

### **Persons and Organizations to whom Your Personal Data may be Transferred**

Pursuant to the relevant legislation, your personal data will be recorded, stored, classified, processed, transferred, updated in the system in physical and/or digital media, and in cases permitted by the legislation, it may be shared upon the request of Official Institutions (Courts, Attorney General's Offices, Ministries, all official institutions with the authority to request, etc.), limited to the scope of the request. Your personal data, within the scope of Law No. 6698 and other relevant legislation and for the purposes stated above, limited to the scope of the request; with banks for the purpose of opening a salary account, with car rental companies for the purpose of providing a rental car when necessary, with GSM operators for the purpose of providing a telephone line when necessary, with private pension companies for the purpose of fulfilling the company's compulsory private pension obligations, with catering companies in case of issuing a meal card, with occupational health and safety companies, hospitals and health institutions, with suppliers and solution partners in order to fulfill 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 the Company, with domestic/foreign organizations and other third parties from which we receive services and cooperate in order to carry out our activities, with our Agency lawyers in case of a possible legal dispute, with domestic/foreign tourism and/or transportation companies and relevant suppliers for reservation/promotion purposes, with 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, with institutions and companies requesting references about the employee, with public institutions and organizations in order to fulfill legal requirements and / or to fulfill the demands of official authorities, by obtaining explicit consent in cases where explicit consent is required by law (except in cases where explicit consent is not required by law) and within the framework of the conditions determined by law.

### **Your Rights Regarding Your Personal Data**

To the extent that your personal data is processed by our company in the capacity of data controller, in accordance with Article 11 of the Personal Data Protection Law, by filling out the "KVKK Access / Information Request Form" that you can obtain from our website and our information unit and hand-delivering it to the company address, to learn whether your personal data is processed, to request information about it if it has been processed, to learn the purpose of processing and whether it is used in accordance with its purpose, to know the third parties to whom it is transferred, You have the right to request correction in case of incomplete or incorrect processing, to request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of Law No. 6698, to request notification of the transactions made within the scope of the above-mentioned correction, deletion or destruction to third parties to whom it is transferred, to object to the occurrence of a result against you by analyzing it exclusively through automated systems, to request the compensation of the damage in case you suffer damage due to unlawful processing. Our Company will finalize the request free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost, the fee in the tariff determined by the Personal Data Protection Board will be charged by our Company.

### **DATA CONTROLLER**

**QVV Engineering UK Limited.**