

Uniteks Tekstil Gıda Sanayi Dış Ticaret A.Ş.

We kindly ask you to make sure that your request or complaint that you have forwarded to us does not include the following special categories of personal data:

- Race,
- Ethnicity,
- Political thought,
- Philosophical beliefs,
- Religion, sect or other beliefs,
- Dress and attire,
- Membership of associations, foundations or trade unions,
- Data on health, sexual life,
- Data on criminal convictions and security measures,
- Biometric and genetic data.

**ÜNİTEKS TEKSTİL GIDA SANAYİ DIŞ TİCARET A.Ş.
INFORMATION TEXT ON THE PROCESSING OF REQUEST / COMPLAINT PERSONAL DATA**

1. Data Controller

Your data is registered with the Izmir Trade Registry Office with the registration number Kyaka-8380 in the capacity of data controller and the company head office is at 10039 Sok. No:26 Çiğli/İzmir, Unitks Tekstil Gıda Sanayi Dış Ticaret A.Ş. (**the “Company”**) within the scope of the provisions of the Law on Protection of Personal Data No. 6698 (**“KVKK”**) and the framework of the Clarification Text for the Processing of Personal Data of the Request / Complainant (**“Clarification Text”**).

Our company respects your concerns regarding protecting your privacy and personal data. In this context, our Company processes your data by all the provisions of the legislation protecting personal data, especially the KVKK, ensures that your data is stored securely and takes all necessary security measures against possible unlawful access. With this Clarification Text, it is explained to what extent your data collected within the framework of your request/complaint application to our Company is processed. For detailed information about the processing of your data by our Company, [Personal Data Protection Policy 1.pdf \(uniteks.com.tr\)](http://www.uniteks.com.tr) Unitks Tekstil Gıda Sanayi Dış Ticaret A.Ş. You can access the Personal Data Protection and Processing Policy.

2. Collection Method of Your Data and Legal Reasons

Your data can be collected by our Company through fully or partially automated or non-automatic means provided that it is a part of any data recording system, printed form (job application form etc.), interviews, call / contact centre, KEP address, from electronic and/or physical media, e-mail, telephone (including SMS, MMS), fax, cargo/mail and other communication tools, e-applications, open internet

resources, authorized public institutions and private organizations and our Company's head office entrance and other methods (channels) that may be added to these in the future The establishment

or performance of the contract regulated in Articles 5 and 6 of the KVKK, legitimate interests, legal obligations and establishment and use of a right are collected within the scope of personal data processing conditions (legal reasons).

3. Your Personal Data Categories and Purposes of Processing Your Personal Data

Within the scope of the personal data processing conditions specified in Articles 5 and 6 of the KVKK, your data categories are processed within the scope of collecting, evaluating and resolving requests/complaints and ensuring customer satisfaction, and the purposes of processing your data in question are explained in detail below.

| Personal Data Category | Personal Data Processing Purposes |
|-------------------------------------|---|
| Identity Data | <ul style="list-style-type: none">• Follow-up of Requests / Complaints, Providing Information to Authorized Persons, Institutions and Organizations |
| Communication Data | <ul style="list-style-type: none">• Execution of Communication Activities,• Follow-up of Requests / Complaints |
| Customer Transaction Data | <ul style="list-style-type: none">• Follow-up of Requests / Complaints,• Providing Information to Authorized Persons, Institutions and Organizations |
| Financial Data | <ul style="list-style-type: none">• Execution of Finance and Accounting Affairs |
| Legal Process and Compliance Data | <ul style="list-style-type: none">• Follow-up and Execution of Legal Affairs,• Providing Information to Authorized Persons, Institutions and Organizations |
| Transaction Security Data | <ul style="list-style-type: none">• Ensuring the Security of Data Controller Operations,• Execution of Information Security Processes |
| Request / Complaint Management Data | <ul style="list-style-type: none">• Follow-up of Requests / Complaints,• Providing Information to Authorized Persons, Institutions and Organizations |

4. Transfer of Your Personal Data to Third Parties residing in Turkey and/or Abroad

Within our company, your data can only be accessed by our employees, who have limited access to the purposes detailed above, to fulfil their duties.

On the other hand, your collected personal data, by the personal data processing conditions specified in Articles 8 and 9 of the KVKK:

- To our suppliers to provide services for the execution of company activities,
- To our Company's group companies/affiliates/shareholders to plan or perform communication, auditing and reporting activities, and
- It can be transferred to legally authorized institutions and legally authorized private persons to establish, exercise or protect a right belonging to our Company, by fulfilling the legal obligations of our Company.

5. Processing Time of Your Personal Data

Your data obtained during our company activities are stored by the general principles and regulations specified in our Company's policies and procedures regarding storage and destruction, which are prepared by the provisions of the KVKK, the Regulation on the Deletion, Destruction or Anonymization of Personal Data, and other relevant legislation. and destroys it.

In this context, your data will be destroyed if all of the personal data processing conditions in Articles 5 and 6 of the KVKK are eliminated. Accordingly, your data will continue to be processed during the legal deadlines following the conclusion of your request/complaint. In terms of your requests regarding the destruction of your data, we kindly request you to review the 6th section of this Clarification Text.

6. Your Rights Under KVKK

As a personal data owner, we inform you that you have the following rights by Article 11 of the KVKK:

- Learning whether your data is processed,
- If your data has been processed, requesting information about it,
- To learn the purpose of processing your data and whether they are used for the purpose,
- Knowing the third parties to whom your data is transferred, in the country or abroad,
- Requesting correction of your data if it is incomplete or incorrectly processed and requesting the notification of the transaction made within this scope to the third parties to whom your data has been transferred,
- Requesting the deletion or destruction of your data if the reasons requiring it to be processed cease to exist even though it has been processed by the provisions of the law and other relevant laws, and to notify the third parties to whom your data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing your processed data exclusively through automated systems,
- Requesting the removal of the damage in case of damage due to unlawful processing of your data.

You can submit your applications regarding your rights mentioned above by the provisions of the Communiqué on Application Procedures and Principles to the Data Controller (in writing or via registered e-mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified to our Company and registered in our systems. electronically, with information/documents confirming your identity* (T.R. ID number or passport number for citizens of other countries, residential address/workplace address for notification, mobile phone/phone/fax number, e-mail address) so that our Company can determine that you are the real right holder. etc.) together) [Personal Data Protection Policy 1.pdf \(uniteks.com.tr\)](#) You can fill in the Data Owner Application Form, which you can access from the address below, and send it to our Company. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within 30 (thirty) days at the latest; however, if the transaction requires an additional cost, you may be charged a fee according to the tariff to be determined by the Personal Data Protection Board.

* We would like to remind you that any sensitive personal data (eg, religion or blood type information) should not be included in the said documents.

Request / Complainant

I have read and accepted the entire Clarification Text above.

Name surname :

History :

Signature :