

**DISCLOSURE FOR VISITORS
REGARDING PROCESSING OF PERSONAL DATA**

We, at Sarkuysan Elektrolitik Bakır Sanayi ve Ticaret A.Ş (**SARKUYSAN**), consider protecting fundamental rights and freedoms, protecting privacy, ensuring, and protecting information security and respecting ethical values among our fundamental principles. Kindly find below the disclosure regarding processing and protecting your personal data in order to fulfill the disclosure obligation arising from Article 10 of the Personal Data Protection Law (**PDPL**) #6698 of our Company, as we are titled 'Data Controller' as per the PDPL. No special categories of personal data are processed during your visit to the Sarkuysan premises.

As part of your visit to our company, your personal data is obtained and processed for the purposes of ensuring the physical, legal, and commercial security of the Company, providing overall security of the workplace as well as visitors and people, eliminating risks and increasing the quality of services offered. Your personal data in the following data categories are collected and processed digitally or physically (filling out the visitor form) using automated and/or non-automated security and information systems, depending on your image records and the scope of your visit, as per the surveillance operations carried out via the security cameras in our building. The categories of personal data processed are as follows:

- Identifiable Information (name, surname, Turkish ID number, photocopies of documents such as ID card and driver's license, signature)
- Physical Location Security Information (time of visit, entry-exit information recorded through automated systems)
- Visual Recordings (Footage)
- Other (Vehicle license plate if you have driven to our premises)
- IP records and logs as part of the Wi-Fi Service

Your personal data is processed and stored by encrypting it, if required, ensuring that it is only accessible by authorized persons, and all other required information security measures are taken provided that it is not used other than its intended purpose and scope in order to prevent any unauthorized access, loss, or damage. Please check our records in the Data Controllers Registry managed and processed as per the PDPL for further details.

Your personal data is processed as per the following legal bases in accordance with Article 5/2 of PDPL and is shared with legal authorities, law enforcement forces and service providers, only if required. Your personal data is under no circumstances shared with persons or organizations abroad. Your explicit consent is not required as your personal data is processed and stored as per the following legal bases, if it is:

- a) explicitly stipulated by the law
- b) stipulated in legislation that Sarkuysan is subject to
- c) mandatory in order to establish, exercise or protect a right
- d) for the legitimate interests of Sarkuysan, provided that fundamental rights and liberties of the relevant persons are not damaged

Your Rights to Information and How to Use as per Article 11 of the PDPL

As per Article 11 of the PDPL, you have the right to apply to Sarkuysan and request the following information about your personal data; i.e., to find out if your personal data has been processed or

not, to request information if your personal data has been processed, to learn the purpose of processing your personal data and whether they are used for their intended purposes, to know the third parties nationwide and abroad to whom your personal data is transferred, to request correction of your personal data if your data is incomplete or incorrectly processed, to request deletion or destruction of your data, to request that your requests to correct, delete or destruct your personal data be notified to the third parties to whom your personal data has been transferred, to object if there happens to be an outcome against your party by means of having your data processed exclusively through automated systems, to claim compensation for the damage arising from the unlawful processing of the personal data.

Please do not hesitate to contact us via verisorumlusu@sarkuysan.com to exercise your aforementioned rights and get further information about legislation regarding personal data. Please fill out the "Personal Data Information Request Form" provided on our website, www.sarkuysan.com, to send your requests.

Data Controller:

Sarkuysan Elektrolitik Bakır Sanayi ve Ticaret A.Ş.

Emek Mah. Aşıroğlu Cad. No:147 Darıca/Kocaeli

Tel: [•]

Fax: [•]

Registry of Commerce / Trade registry #: Kocaeli / 13898

www.sarkuysan.com

I have read and understood.

Date : __/__/20..

Name-Surname : _____

Signature : _____