

KVKK INFORMATION TEXT

AG Mühendislik İnşaat Taahhüt Pazarlama Ticaret Ltd. Şti. (“Company”) respects your privacy and attaches importance to your data security. In this context, this information text has been prepared in order to inform and enlighten you within the scope of the Personal Data Protection Law No. 6698 (“Law”, “KVKK”) and other relevant legislation.

INFORMATION

The Personal Data Protection Law No. 6698 was accepted on March 24, 2016 and entered into force upon publication in the Official Gazette on April 7, 2016. However, according to Article 32 of the Law titled “Enforcement”, this Law; Articles 8, 9, 11, 13, 14, 15, 16, 17 and 18 entered into force as of October 7, 2016.

The Law was adopted to protect the fundamental rights and freedoms of individuals, especially the right to privacy, in the processing of personal data and to regulate the obligations of real and legal persons processing personal data and the procedures and principles they will comply with. Visitors are informed and enlightened by the Company with this text.

The Company will process your name, e-mail address, work and home address, telephone number and other personal data provided by visitors through the forms on this site only for the purpose of processing and within the limits specified in the information text and, if approved, in the explicit consent text.

DEFINITIONS

Explicit Consent; Refers to consent based on information and expressed with free will regarding a specific subject.

Company ; Acıbadem Mah. Çeçen Sok. Refers to AG Mühendislik İnşaat Taahhüt Pazarlama Ticaret Ltd. Şti. located at Akasya Acıbadem Evleri A1 Blok Dış Kapı No:25 / A Kat : 25 D: 143 Üsküdar / İstanbul / Türkiye.

Cookie ; Small files that are saved on users' computers or mobile devices and help store preferences and other information on the web pages they visit.

Relevant User ; Persons who process personal data within the data controller organization or in accordance with the authorization and instructions received from the data controller, excluding the person or unit responsible for the technical storage, protection and backup of data.

Destruction ; Deletion, destruction or anonymization of personal data.

Contact Person ; The natural person notified by the data controller during registration in the Registry for communication to be established with the Institution regarding the obligations of legal entities resident in Turkey and the legal entity data controller representative not resident in Turkey within the scope of the Law and secondary regulations to be issued based on this Law. (The contact person is not authorized to represent the data controller. As the name suggests, it is the person assigned to only provide communication, “contact” between the data controller and the relevant persons and institution.)

Law/KVKK ; Personal Data Protection Law No. 6698 dated March 24, 2016, published in the Official Gazette No. 29677 dated April 7, 2016.

Recording Environment; Any environment containing personal data processed by fully or partially automatic means or non-automatic means provided that it is part of any data recording system.

Personal Data ; Any information related to an identified or identifiable natural person.

Processing of Personal Data ; Any operation performed on data such as obtaining, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available, classifying or preventing the use of personal data, either fully or partially by automatic means or non-automatic means provided that it is part of any data recording system.

Anonymizing Personal Data ; Making personal data in no way associable with an identified or identifiable natural person, even by matching it with other data.

Deletion of Personal Data ; Deletion of personal data; Making personal data inaccessible and reusable for the relevant users in no way.

Destruction of Personal Data ; The process of making personal data inaccessible, irretrievable and reusable by anyone in no way.

Board; Personal Data Protection Board.

Special Personal Data ; Data related to race, ethnicity, political views, philosophical beliefs, religion, sect or other beliefs, appearance and dress, association, foundation or union membership, health, sexual life, criminal conviction and security measures of individuals, as well as biometric and genetic data.

Periodic Destruction ; The process of deleting, destroying or anonymizing personal data specified in the personal data storage and destruction policy and carried out ex officio at recurring intervals in the event that all conditions sought for processing personal data are eliminated.

Policy ; Personal data protection policy established by the Company.

Data Processor; Natural or legal person who processes personal data on behalf of the data controller based on the authority granted by the data controller.

Data Recording System ; Recording system in which personal data is structured and processed according to certain criteria.

Data Owner/Relevant Person ; Natural person whose personal data is processed.

Data Controller ; Natural or legal person who determines the purposes and means of processing personal data and is responsible for the establishment and management of the data recording system.

Source ; Law No. 6698 on the Protection of Personal Data - Regulation on the Deletion, Destruction or Anonymization of Personal Data - Regulation on the Registry of Data Controllers - Communiqué on the Procedures and Principles to be Complied with in Fulfilling the Obligation to Disclose - Communiqué on the Application to the Data Controller and the Procedural Principles - Communiqué on the Application to the Data Controller and the Procedural Principles

DATA CONTROLLER

As stated in this Disclosure Text, the Company is the data controller in accordance with the KVKK.
Data Controller Information

Full Name: AG Mühendislik İnşaat Taahhüt Pazarlama Ticaret Ltd. Şti.

Address: Acıbadem Mah. Çeçen Sok. Akasya Acıbadem Evleri A1 Blok Dış Kapı No:25 / A Kat : 25 D: 143
Üsküdar / İstanbul / Türkiye

Website : www.maintech-tr.com

Reasons for Processing Your Data

Your personal data is processed in accordance with Articles 5 and 6 of the Law for the purposes of carrying out the necessary activities within the company to ensure that the products and services provided by our company can be offered to you, carrying out the necessary studies with the relevant business unit and business partners to be able to recommend products and services suitable for your consumption and purchasing motivation to our customers, ensuring the rights of real persons by providing human resources management by our company, taking the necessary steps for the making, implementation and execution of commercial decisions by our company, ensuring the legal security of real persons with whom we have established business relations and our company arising from these relations, and for similar purposes, including but not limited to these.

Your personal data may be processed by the Company, acting as the data controller, without your express consent in the following cases:

1. It is clearly foreseen in the laws.
2. It is mandatory for the protection of the life or physical integrity of the person who is unable to give his/her consent due to a de facto impossibility or whose consent is not legally valid, or of another person.
3. It is necessary to process personal data belonging to the parties to the contract, provided that it is directly related to the performance of the contract.
4. It is mandatory for the fulfillment of our legal obligations as the data controller
5. It is made public by the relevant person himself/herself.
6. It is mandatory for the establishment, exercise or protection of a right
7. It is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person, and it may be used for the purposes specified below, based on any of the conditions.

Your personal data may be processed for the following purposes;

1. To communicate with you and others as part of the work.
2. To send you important information about changes to our terms of service, changes to our electronic services and other administrative information.
3. To improve quality, training and security. (For example, regarding recorded or monitored phone calls made to our contact numbers)
4. Resolve complaints and process data access or correction requests.
5. Prevent, detect and investigate crimes, including fraud and money laundering, and analyze and manage other business risks.
6. Comply with applicable laws and regulatory obligations (including those outside your country of residence), including anti-money laundering and anti-terrorism laws; comply with legal process and respond to requests from public authorities and government authorities (including those outside your country of residence).
7. Manage our infrastructure and business activities and comply with internal policies and procedures, including those related to auditing, finance and accounting; billing and collections;

IT systems; data and website hosting; business continuity and records, document and print management.

8. Establish and defend legal claims; protect our operations or the operations of our business partners, our rights, privacy, security or property and/or your or others' assets; and enforce available remedies or limit our damages.
9. Conduct market research and analysis, including satisfaction surveys.
10. Enable you to participate in competitions, prize draws and similar promotions and manage these activities.
11. Facilitate social media sharing functionality.
12. Personalize your experience with electronic services by providing you with personalized information and advertisements.

Your Personal Data We Process

Identity Information : Your name, surname, Turkish Republic identity number, mother's name, father's name, place and date of birth, student number, personnel registration number, nationality information and other information provided to the company with your explicit consent.

Contact Information : Your residence address, workplace address, telephone number and e-mail address, KEP address and, if applicable, your mobile phone number, fax number or other communication channels that you have provided with your consent so that we can reach you.

Your Employment and Education Information : Your identity information, information about your employment status, contact information, information about your education status ("University graduate, master's degree graduate, physics department graduate"), past graduation information, information about courses/seminars you attended, certificate information and national or international exam results, within the scope of the application form you filled out for the company application (job application, student registration, application to participate in certified/non-certified training), registration documents and/or in job application forms sent to the company's official e-mail address info@maintech-tr.com or by using other online or physical application methods provided by the company.

To Whom and For What Purpose Can Processed Personal Data Be Transferred

Your collected personal data may be transferred to our business partners, suppliers, shareholders, legally authorized public institutions and private persons within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVKK for the purposes of ensuring the legal and commercial security of our company and the persons who have a business relationship with our company; ensuring that the necessary work is carried out by our business units to make you benefit from the products and services offered by our company; customizing the products and services offered by our company according to your tastes, usage habits and needs and recommending them to you; determining and implementing our company's commercial and business strategies and ensuring that our company's human resources policies are carried out.

Method and Legal Reason for Collecting Personal Data

Your personal data is collected by our company through different channels and based on different legal reasons in order to carry out our commercial activities.

Your personal data is collected through the member registration form, registration/application forms filled out over the internet, receipt and expenditure documents, image and audio recording devices used in events, security camera records and the Company's official e-mail address info@maintech-tr.com or any e-mail address belonging to the company using the "@maintech-tr.com" extension, ag.muhendislik@hs01.kep.tr KEP address in case of sending personal data through the communication channels in question.

Personal data is also collected by physically sending a document, physically filling out a document provided by the Company, filling out the library membership form filled out with a wet signature in order to provide library services and/or calling other extension numbers belonging to the Company.

Your personal data is also collected automatically through cookies used on the www.maintech-tr.com address and its extensions. These cookies are only necessary for the visitor to use the site at full efficiency and are used to remember the visitor's preferences and do not provide any other personal data. You can access our cookie policy from our website address.

The company does not engage in any personal data processing activities that are not within the scope of personal data processing conditions.

The conditions for processing personal data in the KVKK are as follows ;

- a. The explicit consent of the relevant person,
- b. It is clearly prescribed by law,
- c. It is mandatory for the protection of the life or physical integrity of the person who is unable to express his/her consent due to a de facto impossibility or whose consent is not legally valid, or of another person,
- d. Provided that the processing of personal data belonging to the parties to a contract is directly related to the establishment or performance of a contract,
- e. It is mandatory for the data controller to fulfill its legal obligation,
- f. It is made public by the data owner,
- g. Data processing is mandatory for the establishment, exercise or protection of a right,
- h. Provided that the fundamental rights and freedoms of the data owner are not violated, data processing is mandatory for the legitimate interests of the data controller.

The basic processing condition for special personal data is also explicit consent, and the company does not fundamentally pursue the purpose of processing special personal data. However, your special personal data that we need to process due to our activities or that you have given your explicit consent to can also be processed proportionately within the legislation.

The conditions listed in the KVKK for processing special personal data are as follows;

- a. The relevant person must have explicit consent,
- b. For special personal data other than health and sexual life, it must be clearly stipulated in the laws,

However, personal data related to health and sexual life can only be processed for the purposes of:

- a. Protection of public health,
- b. Preventive medicine,

- c. Medical diagnosis,
- d. Provision of treatment and care services,
- e. Planning and management of health services and their financing,
- f. By persons or authorized institutions and organizations under the obligation of confidentiality without seeking the explicit consent of the relevant person.

One or more personal data processing conditions that make a personal data processing activity lawful may exist at the same time.

In order to achieve our purposes in question, the processing of your data, which we have stated above, is required. When identity information is transferred to our company, data that is not actually within the scope of our processing purposes may also be transferred to us. Within the scope of administrative and technical measures, we delete and/or anonymize the data in question at the end of the periods stipulated in the legislation, but it is not possible to ensure this under all circumstances. In this case, your explicit consent must be sought for the processing of the data in question.

Rights of the Relevant Person Listed in Article 11 of the KVKK

As personal data owners, if you submit your requests regarding your rights to our company using the methods set out below in this Disclosure Text, 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 a fee is foreseen by the Personal Data Protection Board, the fee in the tariff determined by our company will be charged. In this context, personal data owners;

- a. They have the right to learn whether personal data has been processed,
- b. To request information about personal data if it has been processed,
- c. To learn the purpose of processing personal data and whether it is used in accordance with its purpose,
- d. To know the third parties to whom personal data is transferred domestically or abroad,
- e. To request correction of personal data if it is processed incompletely or incorrectly and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- f. To request deletion or destruction of personal data if the reasons requiring processing are eliminated despite the fact that it has been processed in accordance with the provisions of the KVKK and other relevant laws and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- g. To object to the emergence of a result against the person by analyzing the processed data exclusively through automated systems,
- h. To request compensation for the damages incurred due to the unlawful processing of personal data.

How Can You Exercise Your Rights?

You can download the "application form" by using the link www.maintech-tr.com/iletisim and fill in your request/complaint and send the form to us via info@maintech-tr.com or fill in the form physically and send it to "Acibadem Mah. Çeçen Sok. You can send your request to "Akasya Acibadem Evleri A1 Blok Dış Kapı No:25 / A Kat : 25 D: 143 Üsküdar / İstanbul / Türkiye" via cargo/mail.

If you submit your request to us using one of the methods shown above, your request will be evaluated within 30 days at the latest in accordance with Article 13/2 of the KVKK and you will be informed about the subject. If your request is accepted, the necessary procedures will be carried out immediately by the data controller Company.

As a rule, requests are met free of charge, however, if fulfilling the request requires a cost, the Company may request a fee in accordance with the provision stipulated in Article 7 of the "Communiqué on the Procedures and Principles of Application to the Data Controller"; "If the application of the relevant person will be answered in writing, no fee will be charged for up to 10 pages. A transaction fee of 1 TL may be charged for each page over 10 pages. If the response to the application is given on a recording medium such as a CD or flash memory, the fee that may be requested by the data controller cannot exceed the cost of the recording medium."