

## **Information Text on Kordsa Teknik Tekstil A.Ş. Supplier/Business Partner Employees or Officials' Personal Data Processing**

Kordsa Teknik Tekstil A.Ş. ("Kordsa" or the "Company") is intending with this information text to inform on how it processes personal data of the employees and officials of the suppliers and business partners it is in relation with.

Kordsa acts as a data controller in accordance with the Law number 6698 on the Protection of Personal Data(the "Law") in terms of processing personal data of the employees and officials of the suppliers and business partners.

### **Processed Personal Data**

Kordsa may process both within the country and abroad the personal data shared with it for the suppliers or business partners it works with within the scope of goods or service purchasing to continue its production and/or operations to fulfill their subject service of the agreement together. Processing data abroad is out of question without informing in advance or receiving approval of the relevant person. The following data provided by you to us within the scope of cooperation may be processed:

- **In the stage of researching adequate supplier/business partner, collecting and selecting offers:** The company worked with, title, telephone number, fax number, if any, e-mail address, address, if you provide, in order to evaluate your work experience and competency within the framework of the service you offer, information in CV, education information, previous work experiences, your reference information you have provided within the offer, information in your offer forms and offer presentations.
- **Following the completion of Supplier/Business Partner selection, in the stage of starting business relation and during business relation:** following the completion of selecting the supplier and the business partner, in addition to your information you have provided previously; signatory circular, statement of signature, tax certificate, your bank account information for any possible payment, information on your current records, your request and complaint information, your tally information, your agreement conditions.
- **In case permission is required for the access of the Supplier/Business Partner employees to the facilities:** Statement of employment, SSI breakdown of the last month, temporary assignment certificate, OHS training certificate, TR ID number
- **In case being assigned in shipment and transportation processes:** Name, family name, signature, driving license suitable for the vehicle and information on whether you have SRC certificate (professional competence certificate), information on whether you have ISIG-ÇS (Occupational Health and Safety-Environmental Safety) training.

### **Personal Data Collection Methods**

Your personal data are collected and/or processed by making e-mail correspondences, phone calls, filling forms in websites, by providing your information automatically by fax transmission or physically during our interviews, by sending by post/cargo or by means which are not automatic provided that they are a part of data recording system.

### **Purposes and Legal Reasons for Processing Personal Data**

Your personal data may be processed for purposes as conducting agreement processes, performing communication activities, conducting goods/service purchasing, production and operation processes, carrying out relations with business partners and/or suppliers, customer relations management, tracking requests/complaints, receiving and evaluating suggestions on improvement of business processes, conducting inspection/ethical activities, conducting internal audit/investigation/intelligence activities, performing analyses on process management, conducting strategical planning activities, conducting evaluation processes of suppliers, conducting/supervising business activities,

conducting activities in compliance with legislation, performing finance and accounting affairs, following legal works and fulfilling our liabilities (such as making legally mandatory notices), conducting information security processes, carrying out access authorities, ensuring safety of data controller operations, ensuring safety of movable goods and sources, conducting occupational health and safety activities, informing authorized persons, institutions and organizations.

Your subject personal data are processed in compliance with data processing conditions stated in Article 5 and 6 in the Law, on the basis of legal reason of establishment and execution of an agreement while processing personal data of authorized signatories of the supplier/business partners, and in other cases, on the basis of legal reasons of data controller's legal liability, constituting, using or protecting a right, and legitimate interests of the data controller of the data processing activity. In addition to this, in case at least one of the subject legal reasons in data processing activity does not exist, explicit consent of the relevant person is asked and in case you have your consent, your personal data is processed on the basis of this legal reason.

### Transmitting Personal Data to Third Parties

Your personal data may be transmitted to the persons written below in accordance with the purposes given in the table below after receiving your written approval:

Third Parties which Personal Data are Transmitted and Purposes of Transmitting	Legal Reason of Personal Data Sharing
<ul style="list-style-type: none"> <li>- Limited with the purposes of conducting Kordsa service providing processes, for the purposes of receiving support within the scope of ensuring business continuity with suppliers received service from, conducting incentive processes, conducting goods/services production and operation processes, conducting inspection/ethical activities, within KordSA,</li> <li>- In case of a legal claim/investigation or in cases when our legal liabilities require, limited with fulfilling our legal liabilities and informing authorized institutions and organizations, with authorized persons, institutions and organizations.</li> </ul>	<ul style="list-style-type: none"> <li>- <u>KordSA, for sharing: Constituting, using or protecting a right and personal data processing activity being mandatory pursuant to the relevant legislation.</u></li> <li>- <u>For sharing with authorized persons, institutions and organizations: Constituting, using or protecting a right and data controller's legal liability.</u></li> </ul>

### Methods of Using Data Owner Rights

As the personal data owner (relevant person), you have the right to learn whether your personal data are processed or not and to request correction of your personal data and such rights stated in Article 11 of the Law. In case you want to use your right, you may transmit your request to the Data Controller through methods stated in article 5/1 of the Communiqué on Application Principles and Procedures or by filling Data Owner Application Form in the website [www.kordsa.com.tr](http://www.kordsa.com.tr).

For all your questions on this information text and processing of your personal data, you may contact with the Company Contact Person via e-mail address, [veri.sorumlusu@kordsa.com](mailto:veri.sorumlusu@kordsa.com).

For detailed information on how Kordsa processes your personal data, you may review the Policy on Protection and Processing of Personal Data on [www.kordsa.com.tr](http://www.kordsa.com.tr).