

## INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA FOR OUR STAKEHOLDERS

As Quad Plus Otomasyon Hizmetleri Limited Şirketi (“Company”), we attach the utmost importance to the security of your Personal Data. With this awareness, as the Company, we attach great importance to processing and retaining all Personal Data belonging to all individuals associated with the Company, including those who benefit from our products and services, in accordance with the Turkish Personal Data Protection Law No. 6698 (“KVKK”), and transferring such data in compliance with the law. With full awareness of this responsibility, in our capacity as the Data Controller, we process your Personal Data that you have provided to us or that has been provided to us within the scope of our commercial relations or within the scope of our business relationship with you, in accordance with the law and the principle of good faith, limited and proportionate to the purpose requiring their processing, while maintaining the accuracy and the most up-to-date form of the Personal Data within the conditions and limits stipulated by the law.

### IDENTITY OF THE DATA CONTROLLER

This Information Notice has been prepared and presented to you by our company, Quad Plus Otomasyon Hizmetleri Limited Şirketi, residing at IşıktepeOSB. Mah. Kahverengi Cad. No:14 Nilüfer / BURSA, in its capacity as the Data Controller, within the scope of the Turkish Personal Data Protection Law No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

### 1. Collection, Processing and Processing Purposes of Personal Data

Your Personal Data may vary depending on the service, product, or commercial activity provided by our Company. They may be collected physically through the signing and preparation of documents such as contracts/order forms/delivery notes and through requests transmitted by administrative and judicial authorities; electronically through e-mail and/or programs, software used, and security cameras; and audibly through other communication channels. Personal Data may be collected verbally, in writing, or electronically through various means such as within the scope of commercial relations established with our Company, when you visit our Company or our website, through social media platforms, through your participation in our events, within all our activities, and through similar methods. As long as you benefit from the products and services of our Company, your Personal Data may continue to be processed in an up-to-date manner.

Your collected Personal Data;

- Execution of Goods / Services Procurement, sales and contract processes
- Execution of Logistics Activities
- Carrying out the necessary work by our business units to enable you to benefit from the services provided by our Company
- Customizing and recommending the services provided by our Company according to your needs and requests
- Ensuring the legal and commercial security of our Company and the natural and legal persons who have business relations with our Company (conducting risk management and evaluation processes for business partners/customers/suppliers (authorized persons or employees), conducting legal compliance processes, monitoring financial affairs, etc.)
- Determination and implementation of our Company’s commercial and business strategies
- Ensuring the execution of our Company’s human resources policies

- Fulfillment of our obligations arising from legislation to which our Company is subject, such as KVKK and secondary legislation
- Fulfillment of information and reporting obligations in case requested by official and/or administrative authorities
- Auditing of activities by relevant institutions
- Conducting activities in compliance with legislation
- Maintaining relations with public institutions and organizations and other institutions
- Planning and execution of corporate sustainability, corporate governance, and information security processes
- Execution of supply chain management processes
- Execution of financial operations and monitoring financial matters, and execution of sponsorship activities
- Execution of business partnership, procurement, tender, and sales transactions and post-sales support services provided to customers
- Execution of customer relationship management processes and monitoring requests and complaints
- Carrying out the necessary work by our relevant business units so that natural and/or legal third persons, institutions, and organizations related to the Company (employee candidates, interns, employees, visitors, suppliers, business partners, etc.) can benefit from products and services
- Ensuring the life and property security, as well as legal, commercial, and occupational health and safety security of natural and/or legal third persons, institutions, and organizations present in the headquarters and units of the Company where Company activities are carried out
- Execution of supervision and/or regulatory duties to be carried out by authorized and competent public institutions and organizations and professional organizations having the status of public institutions pursuant to the Turkish Commercial Code No. 6102, Turkish Code of Obligations No. 6098, Law No. 6502 on the Protection of Consumers, Turkish Personal Data Protection Law No. 6698, the Regulation on the Processing of Personal Health Data and the Protection of Privacy, and other relevant legislation
- Fulfillment of information and document requests of judicial authorities and/or administrative authorities
- Listing, reporting, verification and analysis of the manner of use of products and services provided in all centers and units of our Company, generating statistical and scientific information in this regard, improving our products and services accordingly, increasing satisfaction with our products and services, and making user-based customizations within this scope
- Training and development of all employees
- Fulfillment of rights and obligations such as offers, promotions, exemptions, etc. provided within the framework of agreements by contracted private insurance companies and/or other institutions
- Taking all necessary technical and administrative measures for systems and applications within the scope of data security
- Protection of public order and public health
- Execution of retention and archiving activities

for the purposes listed above.

Your collected Personal Data are processed under the conditions specified below in accordance with Articles 5 and 6 of the Law and the decisions of the Personal Data Protection Board:

- Explicitly stipulated in the laws
- Being directly related to the establishment or performance of a contract, provided that it is necessary to process the Personal Data of the parties to the contract
- Being mandatory for the Data Controller to fulfill its legal obligation
- Being mandatory for the establishment, exercise, or protection of a right
- Being mandatory for the legitimate interests of the Data Controller, provided that it does not harm the fundamental rights and freedoms of the Data Subject

## **2. Collected Personal Data, Collection Methods and Legal Grounds**

Your Personal Data are obtained in any verbal, written, or electronic environment for the purposes stated above in order to provide the products and services offered by our Company within the determined legal framework and to fully and accurately fulfill the obligations arising from the contracts to which our Company is a party and the legislation and secondary regulations to which we are subject. Personal Data collected for this legal reason may be processed and transferred within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK in accordance with Articles (1) and (2) of this text.

Within this scope, the following categories of Personal Data are collected:

- Identity: The group of data containing information regarding a person's identity (Name, Surname, Turkish ID Number, Tax Identification Number, Signature, etc.)
- Contact: The group of data that may be used to contact the individual (Telephone Number, E-mail Address, Supplier Information (Name, Title, Tax Number, E-mail Address, etc.), Business Address, Delivery Address, etc.)
- Legal Transaction: The category of data including information contained in correspondence with judicial authorities and in case files (Fringe Benefits and Interests Information, Legal Transaction and Compliance Information, Request/Complaint Management Information, etc.)
- Customer Transaction: Call center records, Invoice, Promissory Note, Check information, information on cashier receipts, order information, request information, etc.
- Physical Space Security: Entry and exit records of employees and visitors, camera recordings, etc.
- Transaction Security: The category of data including IP address information, website login–logout information, password and credential information.
- Security Keys, Passwords, Usernames, E-signature, Session Keys Information, Encryption Method, Cookie Information (related to Transaction Security Information), etc.
- Risk Management: Information processed for the management of commercial, technical, and administrative risks, etc.
- Financial: The group of data containing the financial information of the individual (Bank Account Number, IBAN, Check/Promissory Note amounts)
- Visual and Audio Records: The group of data containing visual and audio data belonging to the individual

## **Data Processing Period and Retention Period**

Your Personal Data will be processed in accordance with all relevant laws and secondary regulations to which our Company and the centers and units affiliated with our Company are subject, by observing the data processing and statute of limitation periods stipulated in the

relevant legislation, limited to the purposes specified in this Information Notice. In the event of any amendment to the data processing periods specified in the laws, the newly determined periods will be taken as the basis.

Your Personal Data are processed, as required by the principle of purpose limitation, only for the period necessary to fulfill the purposes explained in this Information Notice and, in any case, limited to the period required by Company practices and the customary practices of commercial life. Upon the expiration of these periods, the Personal Data are deleted, destroyed, or anonymized. The procedures and principles regarding this matter are specified in the Personal Data Retention, Destruction and Anonymization Policy.

### **3. To Whom Processed Personal Data May Be Transferred**

Your collected Personal Data may be transferred, limited to the personal data processing conditions and purposes specified above, to our business partners, our group companies and shareholders, authorized public institutions as required by legal obligations, domestic institutions and solution partners with whom we cooperate due to the nature of our activities, lawyers or law partnerships for the purpose of monitoring legal affairs, mediators, and natural and legal persons under private law in accordance with Article 8 of the KVKK.

In addition, your Personal Data processed under the categories of identity, contact, customer transaction, financial data, and professional experience may be transferred abroad by our Company to shareholders and/or business partners located abroad for the purpose of carrying out our business activities, in accordance with Article 9 of the KVKK and within the scope of a Standard Contract.

Furthermore, your Personal Data are processed within the framework of our policies and procedures determined in accordance with the Regulation on the Deletion, Destruction or Anonymization of Personal Data for the period required by our activities and the legislation and secondary regulations to which we are subject, and are deleted in cases where your relationship with us has ended and where there is no reasonable or legal necessity or compliance requirement.

### **4. YOUR RIGHTS AS A DATA SUBJECT**

As Personal Data owners, your requests regarding your rights will be concluded free of charge within 30 (thirty) days at the latest depending on the nature of the request, provided that you submit them to the Data Controller through the methods set out in this information notice. However, if a fee is stipulated by the Personal Data Protection Board, the fee specified in the tariff determined by the Data Controller will be charged.

Data Subjects whose Personal Data are processed have the following rights pursuant to Article 11 of the Law titled "Rights of the Data Subject":

- a. To learn whether Personal Data are processed or not,
- b. To request information if Personal Data have been processed,
- c. To learn the purpose of processing Personal Data and whether they are used in accordance with their purpose,
- d. To know the third parties to whom Personal Data are transferred domestically or abroad,
- e. To request the correction of Personal Data if they are incomplete or incorrectly processed and to request notification of the transaction made within this scope to third parties to whom Personal Data have been transferred,

- f. To request the deletion or destruction of Personal Data if the reasons requiring the processing of Personal Data cease to exist despite having been processed in accordance with KVKK and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom Personal Data have been transferred,
- g. To object to the occurrence of a result against the person by analyzing the processed data exclusively through automated systems,
- h. To request compensation for damages in case of damage due to unlawful processing of Personal Data.

### **Exercise of Your Rights as a Data Subject**

As the Personal Data owner "Data Subject", in order to exercise your rights specified in Article 11 of the Law and to submit your requests to us, you may fill out the personal data application form available at <https://www.quadplus.com.tr/tr/kvkk-tr/> in accordance with the procedures stated in the form and send it to the address "IşıktepeOSB Mah. Kahverengi Cad. No:14 Nilüfer, Bursa 16215" in accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller or submit it in writing to the e-mail address [info@quadplus.com](mailto:info@quadplus.com)

Depending on the nature of the request, your request will be concluded as soon as possible and within thirty days at the latest, free of charge. However, if the process requires an additional cost, the fee specified in the tariff determined by the Personal Data Protection Authority will be charged by the Company.

For the application made in accordance with the above to be accepted as a valid application pursuant to the Communiqué on the Procedures of Application to the Data Controller, the Data Subject must include the following information in the application:

- Name, surname and signature if the application is submitted in writing,
- Turkish Republic ID number if the applicant is a citizen of the Republic of Türkiye; if a foreigner, nationality, passport number or identification number if available,
- Residence or workplace address for notification,
- If available, e-mail address, telephone and fax number for notification,
- The subject of the request.

Otherwise, the application will not be considered a valid application.

For applications made without filling out the application form, the above-mentioned information must be submitted to the Company completely.

In addition, for third parties to submit an application on behalf of the Data Subject whose Personal Data are processed, a special power of attorney issued through a notary public in the name of the person who will make the application must have been prepared by the Data Subject.