

## **CLARIFICATION TEXT ON THE PROTECTION OF PERSONAL DATA**

Within the scope of Personal Data Protection Law No. 6698, we act in the capacity of "data controller." In compliance with the Personal Data Protection Law, we take the necessary measures to process, delete, destroy, anonymize, and transfer your personal data, to inform the relevant individuals, and to ensure data security.

Accordingly, as **Mod İskele Sistemleri Yapı Ve Endüstriyel Tesisler San. Tic. Ltd. Şti.** (hereinafter referred to as the "Company"), and pursuant to Article 10 of the Personal Data Protection Law No. 6698, we would like to inform you about the processing of your personal data.

### **Scope and Purpose of the Clarification Text**

This text explains:

- Which of your personal data are processed,
- For what purposes such personal data are used,
- To whom and for what purposes such personal data may be transferred,
- The conditions under which personal data may be deleted, destroyed, or anonymized,
- The rights of the relevant data subjects (owners of personal data) regarding their personal data,
- How these rights may be exercised.

### **What Personal Data Do We Process?**

**1.** Through our "Website," if you apply for a special project quote and, subsequently, a business partnership is formed, our Company processes the following personal data belonging to you or your authorized users/employees:

**Identification Information:** TCKN (Turkish ID Number), Tax Identification Number, name and surname, Mersis number, title information, trade name, vendor ID number, and information contained in the signature circular or signature declaration.

**Contact Information:** Telephone number, address, location information, email address, and KEP (Registered Electronic Mail) address.

**Business Partner Transaction Information:** Order and return details, invoice details, industry information, delivery transaction details, etc.

**If there is a commercial collaboration between the parties:** Bank account information, IBAN number, current (cari) account details, account reconciliation, and other payment information.

**2.** The personal data processed by our Company are primarily obtained from the information you provide when requesting a quote and, subsequently, from the information you share during the establishment of a business partnership and the

contract process. In this context, your personal data are automatically collected and processed via online forms on our website, by mail, telephone, email and other communication channels, via the Contract/Order Form between you and our Company, through our Website, or from official authorities in physical or electronic form.

### **Purposes of Processing Your Personal Data and Legal Grounds**

**a.** Your personal data—such as name/surname, title, industry/sector, email address, telephone number, address, location information, and financial and legal transaction information—are collected for the following purposes:

- Carrying out quotation requests and evaluation processes that are submitted through our website or by other means,
- Executing processes to establish contracts and provide goods/services,
- Conducting necessary checks during the contractual process,
- Verifying that the contract is signed by an authorized individual and confirming tax liability,
- Managing order, sales, and return processes,
- Conducting and auditing the Company's business activities,
- Managing financial processes and making payments,
- Carrying out invoicing, e-invoicing, and invoice delivery processes,
- Informing you of developments, opportunities, and innovations within our Company,
- Improving and developing our business processes and the quality of our goods/services,
- Ensuring effective communication.

**b.** These personal data are processed on the following legal grounds: they are explicitly stipulated in the legislation; processing is necessary to fulfill our legal obligations; processing is necessary for the establishment or performance of a contract; and processing is necessary for the establishment, exercise, or protection of a right (pursuant to Articles 5/2-a, 5/2-ç, 5/2-c, and 5/2-e of Personal Data Protection Law No. 6698).

### **What Are Your Rights Regarding Your Personal Data?**

By filling out the "Personal Data Protection Law No. 6698 Application Form" and submitting it to our Company, you have the right to:

- Learn whether your personal data have been processed,
- Request information regarding the processing if it has occurred,
- Learn the purpose of processing and whether your personal data are used in accordance with that purpose,

- Learn whether your personal data have been transferred domestically and, if so, to which third parties they have been transferred,
- Request the correction of your personal data if they have been processed incompletely or inaccurately,
- Request the deletion or destruction of your personal data,
- In the event you suffer any loss due to unlawful data processing, request compensation for damages.

In accordance with the conditions specified in the Communiqué on the Procedures and Principles of Application to the Data Controller, you may submit your application to us using the Personal Data Protection Law No. 6698 Form, which must include your full name, TCKN, address, telephone number, your signature, and the subject of your request. We will conclude your application within 30 days. If there is a cost associated with the response, we may charge a fee according to the tariff determined by the Personal Data Protection Board, in accordance with the legislation.

**Address for Written Applications:**

Ömerli Mah. Beykoz Cad. No:15/1 34799 Çekmeköy / İstanbul

**For Applications with a Secure Electronic Signature or Mobile Signature via KEP (Registered Electronic Mail):**

modiskele@hs01.kep.tr