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IDENTITY OF THE DATA CONTROLLER

Your personal data may be processed by us, **SKT Yedek Parça Ve Makina Sanayi ve Ticaret A.Ş.** (“Company” or “SKT”), acting as the data controller, in the manner set out below within the scope of Personal Data Protection Law No. 6698 (“Law”). Detailed information regarding the purposes for which your personal data is processed by our Company is available in the SKT Personal Data Processing Policy, accessible via QR code or at <https://www.skt.com.tr/tr>.

Personal Data, the Purposes of Processing and Transfer, Legal Grounds, and Method of Collection

In the course of conducting our Company's commercial activities, certain personal data is obtained and processed relating to persons who directly receive products or services, natural person customers, shareholders, members of the board of directors, authorized signatories and employees of corporate customers, natural person suppliers, and shareholders, members of the board of directors, authorized signatories and employees of corporate suppliers.

Accordingly, within the scope of the conduct of communication activities, the giving and receiving of offers, the conduct of contract processes, the opening of current accounts for the relevant customer and supplier, registration in the programs used by our Company, invoicing, receipt of invoices, all kinds of accounting and finance transactions, the making of payments and collections, tax and tax return processes, sampling, the procurement of documents such as signature circulars and tax registration certificates, the follow-up of customer suggestions and complaints, the placing of orders, communication by e-mail, the taking of camera recordings during your visit to the workplace, the conduct of audit activities, and the follow-up of legal proceedings, your personal data relating to identity, contact, finance, professional experience, customer transaction, physical space security, transaction security, legal transaction, and visual and audio records may be processed for the following purposes, in compliance with the conditions for the processing of personal data set out in the Law and relevant legislation:

- Conducting Audit / Ethics Activities
- Carrying Out Access Authorization Processes
- Ensuring Legal Compliance of Activities
- Conducting Finance and Accounting Affairs
- Ensuring Physical Space Security
- Carrying Out Assignment Processes
- Conducting Follow-Up and Execution of Legal Affairs
- Conducting Communication Activities
- Conducting/Supervising Business Activities
- Conducting Occupational Health / Safety Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Conducting Logistics Activities
- Carrying Out Goods/Service Procurement Processes
- Carrying Out Goods/Service Sales Processes

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- Conducting Customer Relationship Management Processes
- Carrying Out Activities for Customer Satisfaction
- Carrying Out Procurement Processes and Ensuring Legal Compliance of Activities
- Conducting Contract Processes
- Carrying Out Strategic Planning Activities
- Conducting Supply Chain Management Processes
- Follow-Up of Requests/Complaints
- Ensuring the Security of Movable Property and Resources
- Carrying Out Operation Processes
- Carrying Out Management Activities

Parties to Whom, and Purposes for Which, Personal Data May Be Transferred

Transfer of Personal Data by SKT to Third Parties Domestically

Your personal data collected, in compliance with the Law and the basic principles set out in the Law, may be transferred by us, for the purposes set out above, to natural persons and private law legal entities, our suppliers and customers, shareholders, the persons and institutions specified in our policies, and competent public institutions and organizations.

Transfer of Personal Data by SKT to Third Parties Abroad

Transfers Made Through a Standard Contract

Our Company uses e-mail and cloud-based information technology infrastructures of foreign origin. In this context, by executing the standard contract published by the Board pursuant to Article 9/4(c) of Law No. 6698 with the data processor and notifying it to the Authority, your identity, contact, professional experience, personnel, legal transaction, finance, visual and audio records, and transaction security data may be transferred abroad.

Transfers Made to Sub-Data Processors

Due to our Company's use of e-mail and cloud-based information technology infrastructure services of foreign origin, your personal data may be transferred to these service providers and their sub-data processors. In these transfer processes, the appropriate safeguards stipulated under Article 9 of the Law are ensured; the necessary technical and administrative measures are taken within the framework of the standard contracts executed between the data controller and the data processor and notified to the Authority. Details relating to the sub-data processors are set out in the relevant standard contracts.

Incidental Transfers

Pursuant to Article 9/6(a) of the Law, provided that it is incidental, and where the data subject is informed of the possible risks and his/her explicit consent is obtained, or the other conditions stipulated in the Law are fulfilled, your personal data may be transferred to third parties such as customers and suppliers abroad.

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Legal Grounds for the Processing and Transfer of Personal Data

Your personal data collected may be processed and transferred on the basis of the following legal grounds set out in Articles 5 and 6 of the Law.

- The explicit consent of the data subject.
- Being expressly provided for by laws.
- Being necessary to process personal data of the parties to a contract, provided that this is directly related to the establishment or performance of the contract.
- Being compulsory for the data controller to fulfil its legal obligation.
- Being compulsory for the establishment, exercise or protection of a right for data processing.
- Being compulsory for the legitimate interests of the data controller, provided that this does not harm the fundamental rights and freedoms of the data subject.
- Being compulsory for the protection of the life or bodily integrity of the person himself/herself or of another person, who is unable to explain his/her consent due to actual impossibility or whose consent is not deemed legally valid.

Within the scope of the activities described above, **your personal data will be collected through physical and electronic methods, by automated or non-automated means.**

As a data subject, you may submit your applications regarding your rights **under Article 11 of the Law** to us by completing the **Data Subject Application Form** available at <https://www.skt.com.tr/tr>. Your request will be concluded free of charge, as soon as possible and at the latest within thirty days. If an additional cost is required for the fulfillment of the transaction that is the subject of your request, a fee may be charged from you in accordance with the tariff to be determined by the Personal Data Protection Board.

NAME SURNAME

SIGNATURE