

INFORMATION TEXT FOR VISITORS

Identity of Data Owner

ADOKSAN DIE CASTING (will be referred as the "Company" from now on) aims to process the personal data of visitors and employee candidates in accordance with the Personal Data Protection Law and other legislation.

This disclosure carries the obligation of our Company to inform the visitors according to the law. If necessary, the information text will be updated by our Company and updated version will be published.

The visitor word literally means the real persons who have entered the physical spaces of our company for various reasons.

Within the scope of the law, personal data includes all kinds of data related to a real or identifiable person.

Method and Legal Reasons of Data Collection

Our Company collects data via registration, entry cards, security camera monitoring etc. in order to provide security and high-quality service.

According to PDPL (Personal Data Protection Law), this data is collected in accordance with the law by means of the information you have given to our company verbally, camera images, electronic, digital and technical channels in automatic or non-automated ways and within the personal data processing conditions and purposes specified in Article 5 of the PDPL.

Employee Candidate	
Data Category	Where the Data is obtained from
Identity Information First name, last name, all credentials, T.C. Identification Number, nationality, marital status, place of birth, date of birth, photocopy of ID, passport number	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.
Contact Information Phone number, full address, e-mail address, PEP address	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.
Financial Information Financial information, salary information, findex information* (credit rating - financial status report)	1. They are created or acquired by the company
Special Qualification Personal Data Physical or psychological illness-disorder, disability status, infectious disease status, religious information-blood type contained in the photocopy of the identity card	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.
Educational Information Education status, details of certificates and diplomas, last graduated school and graduation year, education and skills, curriculum vitae(CV)	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.
Visual and Auditory Data Passport size photo, photo contained in a photocopy of ID, closed circuit security camera images	1. Photo and ID are provided by the employee candidate. 2. Security camera images are obtained through closed circuit security cameras.
Current and Previous Job Information Job title, CV, candidate application forms, recent work company	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.
Other Military service status, deferral certificate, signature, criminal record, alcohol/drug problem	1. It is provided by the employee candidate. 2. Kariyer.net etc. it is obtained from employment platforms.

Employees	
Data Category	Where the Data is obtained from
Identity Information First name, last name, all credentials, T.C. Identification Number, nationality, marital status, date of birth, photocopy of ID	1.It is provided by the employee. 2.Kariyer.net etc. it is obtained from employment platforms.
Contact Information Phone number, full address, e-mail address, PEP address	1.It is provided by the employee. 2.Kariyer.net etc. it is obtained from employment platforms.
Financial Information Finansal ve maaş detayları, prim listesi, icra takip dosyalarına ilişkin dosya ve borç bilgileri, findeks bilgileri*(kredi notu-finansal durum raporu), banka bilgileri	1.Bank information is provided by the employee. 2.Financial and salary details, bonus list, findex information are created or obtained by the company, information about the execution follow-up files is obtained by notification.
Special Qualification Personal Data Health insurance policies, barriers about health reports, health declaration is a document, health reports, pregnancy status, pregnancy report, occupational disease records, the entrance examination takes the form of daily patient complaints, you're using the drugs, clinical history, additional tests, hearing tests, eye tests, blood group Information, criminal records, birth certificate of religious knowledge in the House, biometric data for access control purposes	1.Health report, pregnancy status, occupational disease records, daily patient complaints, medications used, clinical history, health tests, blood type, criminal record, religious knowledge, biometric data are provided by the employee. 2.Health policies are provided by insurance companies, and the entrance examination form is provided by the Workplace Physician..
Educational Information Education status, photocopies of certificates and diplomas, education and skills, CV	1.It is provided by the employee. 2.Kariyer.net etc. it is obtained from employment platforms.
Visual and Auditory Data Photos, audio recordings of conversations with customers, closed-circuit security camera images	1.The photo is provided by the employee. 2.Audio recordings and security camera images are obtained from the relevant devices.
Employee Performance and Career Development Information Training attendance form, hours of training and the duration (if any) the results of the examination, internal promotion evaluation process (e.g., English, general ability tests, personality inventory), ethical non-compliance reports, personnel, promotion, transfer file motions, scoring, and performance reports, meeting records, employment history, weekly working hours (login-logout)	1.Data on education are provided from the people providing education. Jul. Other information is related to performance management and is generated by the company.
Family, Relative Information Family notification forms, an example of an incident population registration	1.It is provided by the employee.
Other Vehicle information, and IP addresses of computers used by employees for business web navigation gestures, signing, hobbies, exit interview reports, discharge certificate, annual leave usage for the registry, exit interview forms, SSI registration number, Tax ID number, tax rebate post [Visitor Info]	1.Vehicle information, signature, hobbies, demobilization certificate are provided by the employee. 2.IP addresses and web browsing movements are obtained through computers and software. Exit interview reports and forms, annual leave usage book are created by the company. SGK registration number and tax deduction letter are obtained from the relevant institutions.

Visitors	
Data Category	Where the Data is obtained from
Identity Information Visitor's name, surname	1.It is provided by the visitor himself.
Contact Information Phone, address, e-mail	1.It is provided by the visitor himself.
Visual and Auditory Data Closed circuit security camera images	1.It is obtained through closed circuit security cameras.

External Service Provider/Business Partner Employees	
Data Category	Where the Data is obtained from
Identity Information Name, surname, signature	1.The External Service Provider / Business Partner is provided by the employees themselves
Contact Information Address information, phone, address, e-mail	1.The External Service Provider / Business Partner is provided by the employees themselves.
Visual and Auditory Data Closed circuit security camera footage	1.The External Service Provider / Business Partner is provided by the employees themselves

Customer/Potential Customer Real Person Representatives	
Data Category	Where the Data is obtained from
Identity Information Name, surname	1.It is provided by the customer himself or his representatives.
Contact Information Phone, e-mail addresses	1.It is provided by the customer himself or his representatives.

Supplier/Subcontractor Employees	
Data Category	Where the Data is obtained from
Identity Information Name, surname, birth certificate or T.C photocopy of ID card, photocopy of driver's license	1.It is provided by the supplier himself or his representative.
Contact Information Full address, mobile phone number	1.It is provided by the supplier himself or his representative.
Financial Information Monthly paycheck receipts, insurance premium payment information	1.It is provided by the supplier himself or his representative.
Special Qualification Personal Data Criminal record, employment periodic examination form, porter examination information (special for catering company employees), psychotechnical certificate (report), religious information house included in the identity card, blood group house included in the driver's license document	1.Criminal record, identity card, or T.C. a photocopy of the identity card, a photocopy of the driver's license is provided by the supplier himself or his representative. 2.Entrance to work periodic examination form, porter examination information and psychotechnical report are provided by the Workplace Physician
Visual and Auditory Data Closed circuit security camera footage, ID card or T.C. the photo contained in the identity card and driver's license	1.ID card or T.C. a photocopy of an identity card, a photocopy of a driver's license is provided by the supplier himself or his representative. 2.Security camera images are obtained through closed circuit security cameras.
Other Employment contracts, signature, working hours, photocopy of license, SRC2 certificate (driver's professional qualification), OHS training certificate, SGK employment entry form at the supplier company	1.A photocopy of the license, SRC2 certificate, signature and work entry form are provided by the supplier or representative. 2.Employment contracts, working hours and training documents are drawn up by the company.

Real Person Supplier / Business Partner / External Service Provider and Legal Person Supplier / Business Partner / External Service Provider Real Person Representative Data	
Data Category	Where the Data is obtained from
Identity Information Name, surname, T.C. identification number, signature	1.It is provided by him or his representatives.
Contact Information Address information, e-mail addresses, phone	1.It is provided by him or his representatives.
Visual and Auditory Data Closed circuit security camera footage	1.It is obtained through closed circuit security cameras.
Real Person Supplier-Business Partner-External Service Provider Financial Information Tax numbers, bank account information	1.It is provided by him or his representatives.

Reason of Data Processing

Processing of personal data refers to any action which are taken fully or partially automated (or non-automated) means such as obtaining, saving, storing, preserving, modifying, reorganizing, disclosing, transferring, taking over, making it available etc.

Your personal data can be processed by the data controller or the legal/natural persons to be appointed in accordance with PDPL (Personal Data Protection Law) in the following cases;

- Keeping record,
- To provide and control of our Company's quality, information security and privacy policies and standards in a healthy fashion,
- To detect and control of the entrances and exits,
- Recording of camera images due to privacy and security practices in the workplace,
- Fulfilling the obligations regarding occupational health and safety,
- To fulfill the requirements determined by laws and regulations.
- To fulfill the legal obligations specified in the Personal Data Protection Law.

Reason of Processed Data Transferring

Provided that your processed personal data is limited to the required information; the data can be transferred within the framework of the conditions specified by law:

- To audit firms and information security firms (if applicable) for performing required quality, confidentiality and standard audits,
- To public institutions and organizations in order to fulfill legal requirements and/or to fulfill the demands of official authorities,
- To be shared with occupational health and safety companies, hospitals and health institutions in order to fulfill emergency medical interventions and occupational health and safety obligations,
- To the employees of the Company for the processing of personal data, primarily via messaging, mailing, archiving, and for customer satisfaction measurement, sales and marketing reasons etc.

Retention Time of Personal Data

Your personal data will be stored for the above purposes for 3 (three) months. After three months; your personal data will be deleted, destroyed and/or anonymized by the Company; or, upon your request, by the methods covered by the Personal Data Protection Law and related regulations.

Data Owner Rights

According to Article 11 of the Data Protection Law, you can send a written application to HR Department e-mail address: canan.aykac@adoksan.com to:

- Learn whether your personal data is processed or not,
- Request information regarding personal data if it is processed,
- Learn the purpose of processing personal data and whether it is used in accordance with its purpose,
- Learn third parties whose personal data are transferred to, domestically or abroad,
- Request correction of your personal data if it is incomplete or incorrectly processed, and request notification of the transaction to third parties/to whom personal data has been transferred,
- Request removal, destruction or anonymization of the personal data if the reasons requiring the processing of their personal data disappear,
- Requesting the elimination of the damage in the event that personal data is damaged due to illegal processing.

Our visitors can inform their demands arising from the law through written application to human resources. The Company will complete application requests free of charge, in accordance with Article 13 of the law, according to the nature of the request and within 30 (thirty) days at the latest. In case of rejection of the request, the reason(s) of rejection shall be notified in written condition or electronically.