

IFYIL TERMO İKLİMLENDİRME SAN. VE TIC. LTD. ŞTİ.
INFORMATION NOTICE TO CUSTOMERS PURSUANT TO LAW NO. 6698 ON THE
PROTECTION OF PERSONAL DATA

In its capacity as the data controller, İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti., acting in accordance with Law No. 6698 on the Protection of Personal Data (hereinafter referred to as the "Law"), hereby issues this Information Notice to inform individuals regarding the methods of collecting personal data, the purposes for processing such data, the conditions under which such data may be transferred to third parties, and the rights of the data subjects.

Scope of the Information Notice and Applicable Legislation

This Information Notice encompasses the following matters:

1. Methods of Collecting Personal Data
2. Categories of Processed Personal Data, Purposes of Processing, and Retention Periods
3. Legal Basis for Processing Personal Data
4. Transfer of Personal Data
5. Rights of the Data Subjects
6. Conclusion

İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. processes personal data in compliance with its obligations arising from the applicable legislation, including but not limited to the Law on Electronic Commerce, the Defense Industry Law, the Turkish Commercial Code (Law No. 6102), the Labor Law (Law No. 4857), the Code of Obligations (Law No. 6098), the Turkish Penal Code (Law No. 5237), and other relevant laws and regulations.

1. Methods of Collecting Personal Data

İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. collects personal data through various means, including but not limited to written agreements, emails, physical delivery of documents, camera systems, website interactions, notifications from administrative and judicial authorities, and, on rare occasions, other communication channels. Personal data may be collected in audio, electronic, or physical written formats, in compliance with the conditions for processing personal data as set forth in the Law, and based on the legal grounds specified in this Information Notice issued by İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti.

2. Categories of Processed Personal Data and Purposes of Processing

1. Identity Category

a. Processed Data:

- Full Name, National ID Number, Photograph, Signature

b. Purposes of Processing:

- Ensuring compliance with applicable legislation
- Conducting finance and accounting activities
- Managing and supervising business operations
- Ensuring the continuity of business activities
- Managing logistics operations
- Executing procurement processes for goods/services
- Providing after-sales support for goods/services
- Managing sales processes for goods/services
- Managing production and operational processes for goods/services
- Managing customer relationship processes
- Conducting activities aimed at ensuring customer satisfaction
- Organizing and managing events
- Conducting marketing analysis
- Managing contract processes
- Managing marketing processes for products/services
- Managing investment processes
- Providing information to authorized individuals, institutions, and organizations
- Managing administrative activities

c. Retention Periods:

Personal data under this category shall be retained for a period of **10 years** following the termination of the contractual relationship.

2. Communication Category

a. Processed Data:

- Address Number, Email Address, Registered Email (KEP) Address, Phone Number, Contact Address

b. Purposes of Processing:

- Managing emergency response processes
- Ensuring information security processes
- Conducting audit/ethical activities
- Ensuring compliance with applicable legislation
- Conducting finance and accounting operations
- Managing and following up on legal proceedings
- Managing communication activities
- Managing and supervising business activities
- Conducting logistics operations
- Executing procurement processes for goods/services
- Providing after-sales support for goods/services
- Managing sales processes for goods/services
- Managing production and operational processes for goods/services
- Managing customer relationship processes
- Organizing and managing events
- Conducting marketing analysis

- Managing storage and archiving activities
- Managing contract processes
- Executing contract processes
- Managing and tracking requests/complaints
- Managing marketing processes for goods/services
- Managing investment processes
- Providing information to authorized individuals, institutions, and organizations
- Managing administrative activities

c. Retention Periods:

Personal data under this category shall be retained for a period of **10 years** following the termination of the contractual relationship.

3. Customer Transactions

a. Processed Data:

- Invoice, Order Information, Request Information, Information on Receipt Slips

b. Purposes of Processing:

- Ensuring compliance with applicable legislation
- Conducting finance and accounting activities
- Managing and following up on legal proceedings
- Managing communication activities
- Managing and supervising business operations
- Conducting logistics operations
- Executing procurement processes for goods/services
- Providing after-sales support for goods/services
- Managing sales processes for goods/services
- Managing production and operational processes for goods/services
- Managing customer relationship processes
- Organizing and managing events
- Conducting marketing analysis
- Managing storage and archiving activities
- Managing contract processes
- Managing and tracking requests/complaints

Marketing Processes of Products/Services:

- Information shall be provided to authorized persons, institutions, and organizations.
- Management activities shall be carried out.

Retention Periods:

- The retention period shall be 10 years following the termination of the contractual relationship.

Physical Security of the Premises:

a. Processed Data:

- Camera recordings

b. Purposes of Processing:

- Execution of emergency management processes
- Execution of audit/ethical activities
- Provision of physical security of the premises
- Ensuring the security of operations conducted by the data controller
- Information shall be provided to authorized persons, institutions, and organizations

c. Retention Periods:

- The retention period shall be 1 month.

5. Finance

a. Processed Data:

- Balance Sheet, Financial Performance Information, IBAN Number, Credit and Risk Information, Credit Card Information, Corporate Expense Information

b. Purposes of Processing:

- Execution of financial and accounting operations
- Monitoring and execution of legal affairs
- Execution/monitoring of business activities
- Execution of goods/services procurement processes
- Provision of after-sales support for goods/services
- Execution of sales processes for goods/services
- Execution of production and operational processes for goods/services
- Organization and event management
- Execution of contractual processes
- Execution of marketing processes for products/services
- Information shall be provided to authorized persons, institutions, and organizations
- Execution of management activities

c. Retention Periods:

- The retention period shall be 10 years following the termination of the contractual relationship.

3. Legal Grounds for Processing Personal Data

Credit card information is not stored.

- As the data controller, İfıyl Termo İklimlendirme San. ve Tic. Ltd. Şti. processes personal data in accordance with the applicable legislation, provided that it is directly related to the establishment or performance of a contract. The processing of personal data of the parties to the contract is necessary to provide the requested products and services or to fulfill the obligations under the executed contracts. Data processing is also required to enable the Company to comply with its legal obligations. Data processing is necessary for the establishment, exercise, or defense of a legal right in accordance with the Company's legal or internal practices. Additionally, data processing is carried out based on the legitimate interests of the Company, provided that it does not harm the fundamental rights and freedoms of the data subject. Data is processed with the explicit consent of the data subject, where applicable.

4. Transfer of Personal Data

A. Domestic Transfer

As the data controller, İfıyl Termo İklimlendirme San. ve Tic. Ltd. Şti., in accordance with Article 8 of the Law, may share personal data with the following recipient groups for the purposes outlined in this Privacy Notice, provided that all necessary precautions are taken:

- Regulatory and Supervisory Authorities, Courts, and Enforcement Offices, or any institutions or organizations authorized to request personal data of the data subject, and the persons designated by these entities.
- Business partners
- Suppliers
- Lawyers
- Certified Public Accountants
- Service Providers – Courier companies
- Authorized Public Institutions and Organizations
- Management Consultants

B. International Transfer

İfıyl Termo İklimlendirme San. ve Tic. Ltd. Şti. does not transfer personal data of customers processed in accordance with the Law on the Protection of Personal Data No. 6698 to any foreign country.

5. Rights of the Data Subject

The Data Subject whose personal data is processed by İfıyl Termo İklimlendirme San. ve Tic. Ltd. Şti. may exercise the following rights as specified in Article 11 of the Law on the Protection of Personal Data (KVK Law):

a. To learn whether personal data is being processed, b. If personal data has been processed, to request information about it, c. To learn the purpose of processing personal

data and whether it is being used in accordance with its purpose, d. To know the third parties to whom personal data is transferred, both domestically and internationally, e. If personal data is processed incompletely or inaccurately, to request its correction, f. To request the deletion or destruction of personal data within the framework of the conditions specified in Article 7 of the KVK Law, g. To request the notification of the third parties to whom personal data has been transferred about the operations carried out in accordance with items (d) and (e), h. To object to a result that is to the detriment of the data subject arising from the exclusive analysis of personal data through automated systems, i. To request compensation for damages arising from the unlawful processing of personal data.

The Data Subject may submit requests in accordance with the "İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. Personal Data Protection and Processing Policy" in writing or through registered e-mail, secure electronic signature, or mobile signature. For this purpose, the application form, which includes the explanation of the rights to be exercised, should be submitted along with the following information: Name-Surname, Signature, T.C. Identity Number, residential or workplace address, email address (if any), and phone or fax number, to the address "Yeni Cami Mahallesi, 3. Cadde, No:11, Kavak OSB, Kavak/SAMSUN." Additionally, information can be obtained via email at info@ifyil.com.tr or by calling 0362 266 94 43.

Upon the data subject's application, İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. will respond to the application free of charge within the 30-day legal period. İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. reserves the right to modify this Privacy Notice due to changes in the law or new methods or regulations that may be determined by the Personal Data Protection Board.

CONCLUSION

The personal data processed by İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. will only be used for the purposes and scope specified in this Privacy Notice, with all necessary information security measures taken. The data will be retained for the legal retention period or for as long as required by the purpose of processing. At the end of the retention period, the data will be anonymized and may continue to be used by İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. or, in accordance with the Law and relevant legislation, will be destroyed as per İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti.'s Personal Data Destruction Policy.

İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti., in accordance with the Law, processes the personal data of the data subject in a manner that is lawful and fair, accurate, and, when necessary, up to date. The data is processed for specific, explicit, and legitimate purposes, and is used only for purposes that are relevant, limited, and proportional to those purposes. The data is retained for the period specified by the relevant legislation or for as long as necessary for the purpose for which it was processed. İfyıl Termo İklimlendirme San. ve Tic. Ltd. Şti. takes all necessary precautions to ensure compliance with these principles.