

# PRIVACY NOTICE REGARDING THE PROCESSING OF PERSONAL DATA

## 1. Data Controller

In accordance with Law No. 6698 on the Protection of Personal Data ("KVKK"), your personal data is processed by **E2P Bilişim Teknoloji Tic. San. A.Ş.** ("Company") as the data controller within the scope outlined below.

## 2. Categories of Personal Data Processed

Within the scope of the Company's activities, the following categories of personal data may be processed:

- **Identity Data:** Name, surname, national ID number, date of birth, signature, nationality information
- **Contact Data:** Phone number, email address, address information
- **Customer / Transaction Data:** Requests, complaints, product and service usage information, contract information
- **Financial Data:** Bank account number (IBAN), invoice information, payment and accounting records
- **Legal Transaction Data:** Court decisions, enforcement information, dispute records
- **Personnel Data:** Personnel file information of employees
- **Special Categories of Personal Data:** Criminal record (within the scope of legal obligations, limited)
- **Visual and Audio Data:** Photographs, camera recordings (if any)
- **Marketing Data:** Campaign, preference, commercial electronic message consent information
- **Technical Data:** Log records, IP address, system access records

## 3. Purposes of Processing Personal Data

Your personal data is processed for the following purposes:

- Providing products and services and executing contractual processes
- Managing customer relations and support processes
- Conducting human resources processes
- Fulfilling accounting, financial and legal reporting activities
- Meeting legal obligations and official institution requests
- Conducting information security processes
- Performing marketing and communication activities (if consent is obtained)

## 4. Legal Grounds for Processing Personal Data

Your personal data is processed based on the following legal grounds specified in Articles 5 and 6 of the KVKK:

- Explicitly provided for in laws
- Directly related to the establishment or performance of a contract
- Necessary for the data controller to fulfill its legal obligation
- Establishment, exercise or protection of a right
- Explicit consent of the data subject (in necessary cases)

*Special categories of personal data are processed only within the scope of legal obligations and with necessary technical and administrative measures taken.*

## 5. Transfer of Personal Data

Your personal data:

- To authorized public institutions and organizations,
- To banks and financial institutions,
- To suppliers providing legal, financial consultancy, audit and information technology services,
- To business partners

In accordance with Articles 8 and 9 of the KVKK; your personal data is shared with Company employees or third-party business partners and our closely affiliated business and solution partners to the extent necessary for evaluating your application's suitability for future positions in accordance with your explicit consent, in cases where data processing is mandatory for the establishment, exercise and protection of rights in legal proceedings, for fulfilling legal obligations related to employee employment, in situations explicitly provided for in law, and for the Company's legitimate interests.

## **6. Method of Collecting Personal Data**

Your personal data is collected through website, email, contracts, application forms, call center, software systems and physical documents, by automated or non-automated means.

## **7. Storage Period**

Your personal data is stored for the periods stipulated in relevant legislation and limited to the purposes of processing; it is deleted, destroyed or anonymized when the storage period expires.

## **8. Rights of the Data Subject**

Within the scope of Article 11 of the KVKK, data subjects have the right to:

- Learn whether their personal data has been processed
- Request information regarding processing if it has been processed
- Learn the purpose of processing and whether they are being used in accordance with this purpose
- Know the third parties to whom data has been transferred domestically or abroad
- Request correction if data has been incompletely or incorrectly processed
- Request deletion or destruction within the framework of conditions stipulated in the KVKK
- Request notification of the above transactions to third parties to whom data has been transferred
- Request compensation for damages in case of suffering damage due to unlawful processing

Requests can be submitted via **info@easy2patch.com.tr**.

## **9. Entry into Force**

This Privacy Notice enters into force on the date of publication and is updated as necessary.