

## **PRIVACY NOTICE REGARDING THE PROCESSING OF PERSONAL DATA**

### **Data Controller**

In accordance with the Law on the Protection of Personal Data No. 6698 ("KVKK"), your personal data is processed by E2P BİLİŞİM TEKNOLOJİ TİC. SAN. A.Ş. ("Company") as the data controller, within the scope explained below.

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### **Categories of Personal Data Processed**

The following categories of personal data may be processed within the scope of Company activities:

Identity Data: Name, surname, Turkish ID number, date of birth, signature, nationality information

Contact Data: Phone number, e-mail 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 belonging to employees

Special Categories of Personal Data: Criminal record (limited, within the scope of legal obligations)

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

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### **3. Purposes of Processing Personal Data**

Your personal data is processed for the following purposes:

- Provision of products and services and execution of contract processes

- Management of customer relations and support processes
  - Execution of human resources processes
  - Fulfillment of accounting, finance and legal reporting activities
  - Compliance with legal obligations and official authority requests
  - Execution of information security processes
  - Carrying out marketing and communication activities (subject to consent)
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#### **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 KVKK:

- Explicitly stipulated by 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 (where required)

Special categories of personal data are processed only within the scope of legal obligations and by taking necessary technical and administrative measures.

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#### **5. Transfer of Personal Data**

Your personal data may be transferred to:

- Authorized public institutions and organizations
- Banks and financial institutions
- Suppliers providing legal, financial advisory, audit and information technology services
- Business partners

In accordance with Articles 8 and 9 of KVKK; your personal data is shared with Company employees or third-party business partners and closely related business and solution

partners in cooperation, to the extent necessary for such evaluation, in cases where the Company's legitimate interests apply, where explicitly stipulated by law, for fulfillment of legal obligations related to employee employment, where data processing is mandatory for the establishment, exercise and protection of rights in legal proceedings, or in line with your explicit consent, for the evaluation of your job application's suitability for positions that may arise in the future.

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

Your personal data is collected through automatic or non-automatic means via the website, electronic mail, contracts, application forms, call center, software systems and physical documents.

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## **7. Retention Period**

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

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

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

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

Requests may be submitted by filling out the Data Subject Application Form available on the website and sending it to [info@easy2patch.com.tr](mailto:info@easy2patch.com.tr). Your requests are examined and

evaluated by expert personnel, and a response is provided to you within 30 days at the latest.

## **9. Effective Date**

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