

## **CORPORATE GENERAL INFORMATION TEXT ON THE PROCESSING OF PERSONAL DATA**

We, Altıntop Kuruyemiş Gıda San. Ve Ticaret A.Ş. (“Altıntop Kuruyemiş”), have prepared this information text to inform our Visitors, Online Visitors, Customers, Potential Customers, Supplier Employees, and Supplier Officials regarding the processing, storage, and transfer of your personal data within the framework of our activities arising from the Personal Data Protection Law No. 6698 (“KVKK”) and related legislation and regulations.

### **1) What are the Categories of Personal Data We Process and For What Purposes?**

Your personal information must be processed by Altıntop Kuruyemiş in accordance with Article 4.2 of the Personal Data Protection Law;

- (i) Comply with the law and rules of integrity,
- (ii) Be accurate and, where necessary, up-to-date,
- (iii) Processed for specific, clear, and legitimate purposes,
- (iv) Be linked, limited, and proportionate to the purpose for which it is processed,
- (v) Retained for the period stipulated in the relevant legislation or necessary for the purpose for which it is processed.

In accordance with the principles, within the scope of our ongoing business relationships with our business partners (it is possible for a person to fall into more than one category), your personal data may be processed for the purposes specified below.

#### **A. Our Visitors**

Our visitors' identification information (e.g., name, surname), physical location security information (e.g., camera recordings);

- a) will be processed for the purposes of creating and monitoring visitor records,
- b) ensuring physical location security.

#### **B. Our Online Visitors**

Transaction security information (e.g., your IP address), marketing information (e.g., purchase history, cookie records), and (if you provide us with this information\*) identity and contact information (e.g., your email address) of our online visitors will be processed for the purposes of:

- a) conducting activities in accordance with legislation,
- b) implementing information security processes,
- c) monitoring requests/complaints,
- d) conducting communication activities,
- e) providing information to authorized individuals, institutions, and organizations,
- f) enabling you to access our website via the internet.

## **C. Our Customers**

Identity information, contact information, customer transaction information (e.g., order information), physical location security information, financial information (e.g., balance sheet information), legal transaction information, and marketing information (e.g., purchase history information) of our individual customers or legal entity customers' officers and/or employees;

- a) conducting activities in accordance with legislation,
- b) conducting financial and accounting affairs,
- c) conducting/auditing business activities,
- d) conducting logistics activities,
- e) conducting after-sales support services for goods/services,
- f) conducting goods/service sales processes,
- g) conducting marketing analysis studies,
- h) conducting contract processes,
- i) providing information to authorized persons, institutions, and organizations,
- j) ensuring physical location security,
- k) resolving legal disputes,
- l) conducting storage and archiving activities,
- m) conducting risk management processes,
- n) conducting advertising/campaign/promotion processes, sending commercial electronic messages,
- o) conducting company/product/service loyalty processes,
- p) conducting communication activities.

## **D. Our Potential Customers**

The identity information, contact information, customer transaction information, physical location security information, and marketing information of our individual customers or legal entity customers will be processed for the purposes of:

- a) managing goods/service sales processes,
- b) executing contract processes,
- c) ensuring physical location security,
- d) conducting advertising/campaign/promotional processes, sending commercial electronic messages,
- e) conducting marketing analysis studies.

## **E. Our Supplier Employees**

Our supplier employees' identification information, contact information, and physical location security information will be processed for the purposes of:

- a) conducting communication activities,
- b) conducting/supervising business activities,
- c) ensuring physical location security,
- d) conducting supply chain management processes,
- e) conducting logistics activities,
- f) ensuring activities comply with legislation,
- g) conducting occupational health/safety activities.

## **F. Our Supplier Representative**

The identity information, contact information, physical location security information, customer transaction information, financial information, marketing information, and legal transaction information of our individual suppliers or legal entity supplier representatives will be processed for the following purposes:

- a) conducting/supervising business activities,
- b) conducting goods/service procurement processes,
- c) conducting financial and accounting affairs,
- d) conducting contract processes,
- e) conducting investment processes,
- f) ensuring physical location security,
- g) monitoring and conducting legal affairs.

### **2) What are the Methods of Collecting Your Personal Data?**

Your personal data, as specified in the categories above, is collected through physical means such as order forms, contracts, and visitor forms, or through automated or non-automated means, such as information systems and electronic devices (e.g., telecommunications infrastructure, computers, and phones), third parties (e.g., KKB and Findeks), our website, and other documents submitted by the data subject.

### **3) What is the Legal Basis for Collecting Your Personal Data?**

Your personal data is collected by Altıntop Kuruyemiş in accordance with the purposes described above, as specified in Article 5 of the KVKK:

- (i) Explicitly provided for by law,
- (ii) Directly related to the establishment or performance of a contract; The processing of personal data belonging to the parties to the contract is necessary,
- (iii) It is necessary for the data controller to fulfill its legal obligation,
- (iv) Data processing is necessary for the establishment, exercise, or protection of a right,
- (vi) Data processing is necessary for the legitimate interests of the data controller, provided that it does not violate the fundamental rights and freedoms of the data subject.
- (v) The identity and contact data of our customers and potential customers will be processed based on their explicit consent for the purposes of advertising, campaigns, promotions, and sending commercial electronic messages.

### **4) Do We Transfer Your Personal Data to a Third Party?**

- a) Our visitors' personal data may be shared with law enforcement and judicial authorities for the purpose of resolving legal disputes and upon request in accordance with relevant legislation.

**b) Personal data belonging to our online visitors** may be shared with judicial authorities and authorized public institutions and organizations for the purpose of resolving legal disputes and upon request in accordance with relevant legislation.

**c) Personal data belonging to our customers** is transferred to authorized public institutions and organizations within the scope stipulated by legal regulations for the purpose of conducting activities in accordance with legislation, monitoring and conducting legal affairs, and providing information to authorized individuals, institutions, and organizations. Furthermore, to our group companies, IT companies, suppliers, cargo companies, insurance companies, banks, and our financial advisors, as necessary, for the conduct/audit of business activities, risk management processes, and the proper performance of our services. Furthermore, such personal data may be transferred to law firms and judicial authorities in the event of any future legal disputes

**d) Personal data belonging to our potential customers** may be transferred to the law firms and judicial authorities from which we receive services for the purpose of being used as evidence in any future legal disputes.

**e) Personal data belonging to our supplier** employees is transferred to authorized public institutions and organizations within the scope of legal regulations for the purposes of conducting activities in accordance with legislation, monitoring and executing legal affairs, informing authorized individuals, institutions, and organizations, and conducting/auditing business activities; and to group companies, IT companies, suppliers, cargo companies, banks, and our financial advisors to the extent necessary for the proper performance of the service. Furthermore, such personal data may be transferred to the law firm and judicial authorities from which we receive service in the event of any future legal disputes.

**f) Personal data belonging to our supplier** employees is transferred to authorized public institutions and organizations within the scope of legal regulations for the purposes of conducting activities in accordance with legislation, monitoring and executing legal affairs, informing authorized individuals, institutions, and organizations, and conducting/auditing business activities; and to group companies, IT companies, suppliers, cargo companies, banks, and our financial advisors to the extent necessary for the proper performance of the service. In addition, such personal data may be transferred to the law firm and judicial authorities from which we receive service in the event of any future legal disputes.

## **5) Do We Transfer Your Personal Data Abroad?**

At Altıntop Kuruyemiş, we do not transfer your personal data abroad.

## **6) How Can You Exercise Your Rights Regarding Your Personal Data?**

You can submit your requests under Article 11 of the Personal Data Protection Law, which regulates the rights of data subjects, using the "Application Form to the Data Controller," prepared for your convenience in accordance with the "Communiqué on the Procedures and Principles for Applications to the Data Controller," available on Altıntop Kuruyemiş's website.

Data Controller: ALTINTOP KURUYEMİŞ GIDA SAN. VE TİC. A.Ş.

Address: Bayramyeri 468 Sokak No:13 / DENİZLİ  
Email: info@altintop.com.tr