

CUSTOMER INFORMATION NOTICE

As UMS Uğur Metal Sanayi A.Ş. ("Company"), we present the information text prepared in accordance with Article 10 of the Law on the Protection of Personal Data No. 6698, providing details about the Company's personal data processing activities, to the public and relevant individuals;

ARTICLE 1: DATA CONTROLLER

Your personal data may be processed by UMS Uğur Metal Sanayi A.Ş. in the scope described below as the data controller. The concept of data controller refers to a natural or legal person who determines the purposes and means of processing personal data and is responsible for establishing and managing the data recording system. You can use the following channels to contact the data controller:

Address	1208. Sokak No: 6-8D-8E Ostim-Ankara / Türkiye
Phone	+90 312 354 01 06
E-Mail	kvkk@umsmetal.com.tr
KEP Address	umsmetal@hs01.kep.tr
Web Site	www.umsmetal.com.tr

ARTICLE 2: PROCESSED PERSONAL DATA

The data that may be processed for employees in the context of their business relationship with our company are listed below:

Identity Data	Fullname, Identity Number, VAT Number, Signature
Contact Data	Phone number, address, e-mail, social media
Job Title	Title (position) information
Information Processing Security	IP address information, log records, website entry and exit information
Financial Data	Bank account information, credit card details, debt-credit information (current accounts)
Customer Transaction Data	Invoice, check, promissory note information, order information, request information, transaction information
Visual Data	Photographs, camera recording images
Legal Transaction Data	Information in correspondences with authorities, details within warning letters, contract information, details in legal case files
Others	Car Plate

ARTICLE 3: PURPOSE OF PROCESSING PERSONAL DATA

Personal data is processed by us for the following purposes:

- i. For the purpose of conducting information security processes,
- ii. For the purpose of conducting integrated management system processes,
- iii. For the purpose of conducting finance and accounting operations,
- iv. For the purpose of conducting logistics activities,
- v. For the purpose of conducting customer relationship processes,
- vi. For conducting activities aimed at customer satisfaction,
- vii. For the purpose of conducting production and operation processes of goods or services,
- viii. For the purpose of conducting sales processes of goods or services,
- ix. For the purpose of conducting after-sales support services for goods or services,
- x. For the purpose of measuring customer satisfaction,
- xi. For the purpose of conducting corporate communication activities,
- xii. For the purpose of conducting marketing processes of products and services,
- xiii. For the purpose of conducting contract processes,

- xiv. For the purpose of ensuring company and customer security/physical premises security,
- xv. For the purpose of providing information to authorized individuals, institutions, and organizations,
- xvi. In accordance with legal regulations or as required by law, for the purpose of fulfilling legal obligations,
- xvii. For the purpose of fulfilling the burden of proof in future legal disputes.

ARTICLE 4: METHODS OF PERSONAL DATA COLLECTION AND LEGAL BASES

4.1. How can personal data be collected?

The data controller collects personal data through information request forms and other means, both physically and electronically, during the contract processes.

4.2. On what legal bases are personal data processed?

The legal bases for the processing of personal data are as follows:

- i. Storing personal data because it is directly related to the establishment and performance of contracts,
- ii. Storing personal data for the establishment, exercise, or protection of a right,
- iii. Storing personal data for the legitimate interests of the company, provided that it does not harm the fundamental rights and freedoms of individuals,
- iv. Storing personal data for the fulfillment of any legal obligations of the company,
- v. Explicit provision in the legislation for the storage of personal data,
- vi. Obtaining the explicit consent of the data subjects for storage activities that require the explicit consent of the data subjects.

ARTICLE 5: PARTIES TO WHOM PERSONAL DATA MAY BE TRANSFERRED AND THE PURPOSE OF TRANSFER

The personal data of customers who enter into a contractual relationship with the data controller may be transferred for the purposes mentioned above and within the scope of the Law No. 6698 on the Protection of Personal Data (KVKK) to:

- i. Regulatory and supervisory institutions, public institutions, and organizations explicitly authorized to request information in the laws,
- ii. Suppliers for the purpose of conducting the processes of producing goods or services and operations,
- iii. Courier companies for the purpose of ensuring product delivery,
- iv. Customs consultants,
- v. External audit firms,
- vi. Insurance companies when insurance is required based on the amount of debt,
- vii. Banks.

The personal data acquired and stored by our companies are subject to the implementation of necessary business processes design and technical security infrastructure improvements in order to prevent unauthorized access, manipulation, loss, or damage to the personal data within the environments they are stored.

Your personal data will be processed with all necessary information security measures taken, limited to the purposes notified to you and beyond the scope, and will be stored and processed during the legal retention period or, if such a period is not specified, for the duration required by the processing purpose. At the end of this period, your personal data will be removed from the data flows of our companies through methods such as deletion, destruction, or anonymization.

ARTICLE 6: RIGHTS OF THE DATA SUBJECT

6.1. What are your rights as the data subject?

As the real person whose personal data is processed, you, the data subject, have the right to apply to the company and request one of the following:

- i. To learn whether personal data is processed or not,
- ii. To request information if personal data has been processed,
- iii. To learn the purpose of processing personal data and whether they are used in line with that purpose,
- iv. To know the third parties, both domestically and internationally, to whom personal data is transferred,
- v. To request the correction of personal data if they are incomplete or incorrect,
- vi. To request the deletion or destruction of personal data,
- vii. To request the notification of transactions carried out in accordance with paragraphs (v) and (vi) to third parties to whom personal data has been transferred,
- viii. To object to the occurrence of a result against the individual by exclusively analyzing the processed data through automated systems,
- ix. To request compensation for damages in case personal data is processed unlawfully and causes harm.

6.2. How can you exercise your rights as the data subject?

You can submit your applications and requests regarding your personal data by filling out the Data Controller Application form on our website, or by:

- i. Sending a hard copy with wet signature along with a photocopy of your ID to the address "1208. sok No: 6-8D-8E Ostim, Ankara / Turkey,"
- ii. Sending it via e-mail to kvkk@umsmetal.com.tr after signing it with a mobile signature or secure e-signature,
- iii. Sending it to our address umsmetal@hs01.kep.tr using the KEP address and secure e-signature or mobile signature.

According to the Regulation on Principles and Procedures for Application to the Data Controller, the applicant must provide necessary information such as name, surname, if the application is in writing, a signature, T.C. identity number (if the applicant is a foreigner, nationality, passport number, or identity number, if any), the main residence or workplace address for notification, if any, the e-mail address for notification, phone number, and fax number.

The applicant must clearly state the subject of the request in the application. Information and documents related to the application must be attached to the application. The subject of the request must be related to the applicant's person, and if acting on behalf of someone else, the applicant must have specific authority, and this authorization must be documented (power of attorney). Additionally, the application must contain the identity and address information, and identity verification documents must be attached to the application.

Requests made by unauthorized third parties acting on behalf of others will not be considered.

6.3. How long will it take to respond to the applications and requests of the data subjects?

The requests of the relevant persons will be concluded within a maximum of 30 (thirty) days, free of charge. However, if the process requires an additional cost, you may be charged a fee according to the tariff determined by the Personal Data Protection Board.

Article 7: Amendments

As UMS Uđur Metal Sanayi A.Ş., it is possible for us to make changes to this Personal Data Protection Information Text at various times. In this case, any changes that may be made to the text will be announced by the company. Changes will generally take effect as of the date of the announcement by the company; however, the company may also notify changes in other suitable ways as deemed appropriate.

Yours sincerely,
UMS Uđur Metal Sanayi A.Ş.