

**INFORMATION NOTE UNDER LAW NR. 6698 ON
THE PROTECTION OF PERSONAL DATA**

BITES Savunma Havacılık ve Uzay Teknolojileri Yazılım Elektronik Tic. A.Ş. ("BITES") cares about the privacy and security of your personal data and makes efforts to take security measures to the greatest extent possible. We process your personal data within the context of Law Nr. 6698 on the Protection of Personal Data ("Law") and relevant legal legislations and within the scope below in the capacity of "data controller".

This Information Note intends to inform you at greatest level of transparency about the identity of data controller, legal reasons and methods of processing your personal data, to whom and for what purposes your personal data may be transferred, processing duration of your personal data and your rights as stipulated in Article 11 of the Law pursuant to Article 10 of the Law titled Information Obligation of Data Controller. Information about data categories and data storage periods of personal data processed are provided in BITES Personal Data Storage and Destruction Policy.

- **Methods and Legal Reasons of Processing Your Personal Data:**

Your personal data may be processed by BITES in oral, written or electronic form either through automated methods connected with the relations between you and BITES or through non-automated methods being an internal part of a data recording system. In this context, your personal data may be created, updated and processed and stored both on digital and physical environments throughout the duration of your relation with BITES or for a reasonable period depending on the quality of personal data.

Your personal data may be processed and transferred for the purposes specified below and within the scope of terms and conditions and purposes of processing personal data as stipulated in Articles 5, 6, and 8 of the Law.

- **Purposes of Data Processing:**

Your personal data will be processed;

- ✓ To enable relevant work units perform as necessary to ensure that natural or legal institutions and organizations (employees, visitors, suppliers) related to BITES benefit from products and services offered by BITES;
- ✓ To ensure safety of life and property and legal and commercial security and occupational health safety of employees, visitors and suppliers available at BITES units;
- ✓ To fulfill any legal and regulatory requirements that may arise from all relevant



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laws and regulations including but not limited to Labor Code Nr. 4857, Turkish Commercial Code Nr. 6102, Turkish Law of Obligations Nr. 6098, Law Nr. 6331 on Occupational Health and Safety, Law Nr. 6698 on the Protection of Personal Data, Law Nr. 5651 on Regulation of Publications on the Internet and Suppression of Crimes Committed by Means of Such Publications, Law Nr. 5510 on Social Security and General Health Insurance Law and to take any necessary actions related thereto;

- ✓ To enable commissioned and authorized public institutions and organizations carry out their inspection tasks;
- ✓ To inform you about market researches, promotions etc. regarding our products and services, to assess complaints and suggestions and to contact with you directly by means of communication channels shared with BITES;
- ✓ To specify, develop and implement legislative harmonization processes of BITES;
- ✓ To plan and manage financing for all services provided and to invoice them accordingly; and
- ✓ To take all technical and administrative measures required for systems and applications within the scope of data safety

within the context of terms and purposes of processing personal data as specified in Articles 5 and 6 of the Law Nr. 6698.

- **To Whom and For Which Purposes Processed Personal Data May be Transferred:**

Your personal data, which is processed limited to the purposes specified in second article of this "Information Note" titled "Purposes of Data Processing" pursuant to the Law and relevant legislations and in accordance with the provisions of "Guidelines" specified in Article 4 of the Law and of "Requirements for Processing Personal Data" specified in Article 5 of the Law and of "Requirements for Processing Sensitive Personal Data" specified in Article 6 of the Law, may be transferred for processing, whenever necessary, to BITES units, legally authorized natural or legal third parties, organizations and institutions, BITES suppliers, any organizations that offer services or cooperate on a specific field on contractual basis with regard to its products and services or to organizations in accordance with the terms and purposes of processing personal data as stipulated in Articles 8 and 9 of the Law.

- **Data Processing Periods:**

Your personal data will be processed in conformity with data processing and limitation periods stipulated in all relevant laws and other legislations limited to the purposes specified in Article 2 of this Information Note. In case of any changes in laws concerning data processing periods, new periods shall be taken as basis.



- **Rights of Personal Data Subject originating from Article 11 of the Law:**

Pursuant to Article 11 of the Law, you are entitled:

- To learn if your personal data is processed;
- To request information accordingly, if processed;
- To know the purposes of processing and if used for intended purposes;
- To know the third parties to whom your personal data is transferred either nationally or internationally;
- To request rectifications if your personal data is processed incompletely or inaccurately;
- To request erasure or destruction of your personal data in accordance with the terms and conditions stipulated in Article 7 of the Law;
- To request that any transactions as per clauses (e) and (f) notified to third parties to whom personal data is transferred;
- To object to any conclusions against your party due to analysis through exclusively automated systems; and
- To claim damages in case you incur any damages due to any illegal processing.

Your requests included in your application will be concluded without any charges at latest within 30 (thirty) days depending on the nature of your request. However, if such an action imposes extra costs to BITES, fees may be charged as included in the tariff specified in Communique on Principles and Procedures of Application to Data Controller by the Committee of Protection of Personal Data.

To make application about the processing of your personal data, fill in the application form on BITES website and deliver;

- personally, with a signed document and submission of identification;
- through notarized notification; or
- through Registered Electronic Mail (KEP) (via electronic mail address that has been previously notified to our company and registered on database, with secure electronic signature or mobile signature)

Further verifications (such as short message to your registered phone, or verification of your data on phone) may be required to specify if application belongs to you and to protect your rights accordingly, depending on the nature of your request and application method.



CONTACT INFORMATION

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