

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
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TABLE OF CONTENTS

1	PURPOSE	3
2	SCOPE	3
3	DEFINITIONS AND ABBREVIATIONS	3
3.1	Abbreviations.....	3
3.2	Definitions.....	3
4	REFERENCES AND SOURCES.....	4
5	SENSITIVE PERSONAL DATA.....	5
5.1	Guidelines on Processing Sensitive Personal Data	5
5.2	Requirements for Processing Sensitive Personal Data	5
5.3	Purposes of Processing Sensitive Personal Data	5
5.4	Transferring Sensitive Personal Data	5
5.5	Disappearance of Data Processing Conditions.....	6
5.6	Security Measures in Processing Sensitive Personal Data	6
6	POLICY, EFFECTIVENESS AND UPDATING	7

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	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

LIST OF TABLES

Table 1 Definitions 3
Table 2 References and Sources..... 4

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

1 PURPOSE

Sensitive Personal Data Protection and Processing Policy regulates the systems for processing and protecting special personal data in accordance with the Law Nr. 6698 on the Protection of Personal Data (“Law”). In this context, this policy intends to inform concerned parties whose sensitive personal data is processed by BITES Savunma Havaçılık ve Uzay Teknolojileri Yazılım Elektronik Ticaret A.Ş. (“Company”) mainly including our active and prospective customers, employees, visitors and other natural persons associated with our company.

Our company aims at protecting all rights related to sensitive personal data of concerned parties and to ensure total harmonization with the legislation in protecting and processing sensitive personal data.

2 SCOPE

This Policy covers all departments, employees and third parties involved in any process where their personal data is processed under our Company.

This Policy will define the rules for the security of sensitive personal data by the Company and will cover all activities to ensure management thereof and will be applied at every step in order to sustain the same.

This policy shall not be applied to non-sensitive personal data.

In case where a new legislation is provided with this regard or relevant legislation is updated, the Company will update its policy in harmony with relevant legislation and comply with the legislative requirements.

If the Company considers, in its opinion, that there is a legal obstacle in implementing this Policy, then the Company shall consult to Legal Advisor and Top Management about further steps, if necessary, and redefine the Policy accordingly.

3 DEFINITIONS and ABBREVIATIONS

3.1 Abbreviations

No abbreviation is available.

3.2 Definitions

Table 1 Definitions

Definition	Description
Group of Recipients	Category of natural or legal entities to whom personal data is transferred by Data Controller.
Relevant Decision	Decision dd. 31.01.2018 nr. 2018/10 by the Board for the Protection of Personal Data concerning “Adequate Measures to be Necessarily Taken by Data Controllers in Processing Sensitive Personal Data”.
Concerned User	Individuals who process personal data in accordance with the authorities and instructions by Data Controller or within Data Controller organization except for those individuals or departments responsible from technical storage, protection and backup of data.
Law	Law nr. 6698 on the Protection of Personal Data.

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

Definition	Description
Recording Media	Refers to any kind of media containing personal data processed through means that are fully or partially automated or that are non-automated, subject to being part of any data recording system.
Personal Data	Any information relating to an identified or identifiable natural person and involves all forms of identification as a result of containing a concrete content that describes physical, economic, cultural, social or psychological identity of a person and as a result of association of that person with an identity, tax number or similar records.
Processing of Personal Data	Any action performed on data including but not limited to obtaining, recording, storing, keeping, altering, reorganizing, describing, transferring, taking over, making available, classifying or preventing the use of personal data through completely or partially automated or non-automated means subject to being a part of data recording system
Personal data processing inventory	Refers to the detailed inventory that associates with a group of persons the processing of personal data performed by data controllers depending on their business processes, their purpose of processing personal data, data category and the group of recipients and subject of data.
Board	The Board for the Protection of Personal Data
Sensitive Personal Data	Sensitive personal data specified in the Law Nr. 6698 on the Protection of Personal Data refers to the data that are risky due to discrimination about data owners if processed.
Data recording System	Recording system in which personal data is configured and processed by certain criteria.
Data Controller	Data controller who specifies the purposes and means of processing personal data and is responsible from establishing and administrating data recording system.
Regulation	Regulation on the Deletion, Destruction or Anonymization of Personal Data.

4 REFERENCES AND SOURCES

Table 2 References and Sources

Reference/Source Nr.	Name of Reference/Source
6698	Law on the Protection of Personal Data
-	Regulation on the Erasure, Destruction or Anonymization of Personal Data
-	Communique on Principles and Procedures in Fulfilling the Obligation of Clarifications
-	Communique on Principles and Procedures for Application to Data Controller
Decision of the Board for the Protection of Personal Data dd. 31/01/2018 and nr. 2018/10	Adequate Measures to be Necessarily Taken by Data Controllers in Processing Sensitive Personal Data

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

5 Sensitive Personal Data

5.1 Guidelines on Processing Sensitive Personal Data

Article 4 of the Law Nr. 6698 on the Protection of Personal Data stipulates the procedures and principles on processing personal data.

Accordingly, guidelines on processing personal data in the said Law are provided as follows:

- To comply with law and the rules of integrity;
- To be correct and up-to-date if necessary;
- To be processed for certain, explicit and legal purposes;
- To be connected with, limited to and restrained with intended purpose; and
- To be retained for a period required for intended purpose or as stipulated in relevant legislation.

Guidelines on processing personal data are inherently included in all personal data processing activities and all personal data processing activities are performed in accordance with such guidelines.

Personal data is processed upon explicit consent obtained from data subjects at the Company and such data is processed within the scope of certain controls as defined in accordance with the guidelines hereof. Processing differs and varies by the type and nature of relation between the company and data subject, means of communication used and intended purposes.

5.2 Requirements for Processing Sensitive Personal Data

1- No sensitive personal data may be processed without explicit consent of concerned person.

2- Sensitive personal data concerning race, ethnicity, political idea, philosophical belief, religion, sect or other beliefs, appearance, affiliation with a foundation, association or trade union, convictions and security precautions except for data concerning medical and sexual life and biometric and genetic data may be processed without explicit consent of concerned person in cases as required by the laws.

3- Personal data about health and sexual life may be processed without explicit consent only by authorized institutions and organizations and individuals under confidentiality obligation for the purpose of protecting community health, executing preventive medicine, medical diagnosis and healthcare services, and planning and managing healthcare services and financing.

5.3 Purposes of Processing Sensitive Personal Data

Personal Data may be processed within the scope of purposes specified in Personal Data Processing Inventory and may be stored as required for such purposes and for relevant legal periods.

5.4 Transferring Sensitive Personal Data

- No sensitive personal data may be transferred without explicit consent of concerned person.
- Sensitive personal data, except for data about health and sexual life, may be transferred without explicit consent only for the purpose of protecting community health, executing preventive medicine, medical diagnosis and healthcare services, and planning and managing healthcare services and financing however provided to take necessary measures.

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

Cross-Border Transfer of Personal Data

Company performs domestic and cross-border transfer of personal data in accordance with Articles 8 and 9 of the Law on the Protection of Personal Data and the purposes exemplified in section titled “Purposes of Processing Sensitive Personal Data” of this Policy and personal data can be processed and stored on server and electronic media in this context. Personal Data Processing Inventory prepared by the Company elaborates the parties and purposes of data transfer. The nature of such transfers and receiver parties may vary by the nature and type of relation between Data Subject and Company, the purpose of transfer and relevant legal grounds and in this context, measures defined in the Personal Data Storage and Destruction Policy by the Company, codes of practice and actions to be taken accordingly shall be applicable.

55 Disappearance of Data Processing Conditions

Company accepts that the conditions to process sensitive personal data shall be deemed as disappeared in the cases listed below as examples and in cases specified in the “*Regulation on the Erasure, Destruction or Anonymization of Personal Data*”:

- a) Disappearance of purposes that require processing personal data;
- b) Processing personal data being against the rule of integrity and laws; and
- c) Revoking explicit consent by concerned person in case personal data is processed solely upon explicit consent.

Data Controller is responsible from taking all kinds of administrative and technical measures required for the erasure, destruction and anonymization of personal data.

In this context, measures defined in “*Personal Data Storage and Destruction Policy*” by the Company, codes of practice and actions to be taken with this regard shall be applicable.

56 Security Measures in Processing Sensitive Personal Data

The following measures are taken to Protect Sensitive Personal Data.

- Regular training is provided with regard to the security of sensitive personal data;
- Confidentiality agreements are concluded;
- Scopes and durations of authorities of users who are authorized to access such data are clearly defined;
- Authorizations are controlled on periodical basis;
- Authorities of any reassigned or dismissed personnel are immediately cancelled;
- Security updates on the data media are continuously monitored;
- Necessary security tests are performed/ordered on regular basis;
- Physical security of the media where sensitive personal data is kept is ensured and unauthorized entries and exits are prevented;
- It is ensured that adequate security measures (electrical leakage, fire, flood, theft etc.) are taken by the type of media where sensitive personal data is kept; and
- If transfer is made between servers on different physical media, then data transfer is made through VPN between servers.

In addition to the aforementioned measures, technical and administrative measures are also taken into consideration to ensure optimum level of security as specified in the Personal Data Security Guidelines published on the website of the Board for the Protection of Personal Data.

	SENSITIVE PERSONAL DATA PROTECTION AND PROCESSING POLICY	Document Nr: BITES.KVKK.PL.03 Edition Nr : 1.0 Revised on: -
---	---	--

6 Policy, Effectiveness and Updating

BITES reserves the right to amend this Policy and any other policies related to and associated with this Policy.