



# **PERSONAL DATA PROCESSING AND PROTECTION POLICY**

**2020**

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## Table of Content

1.	POLICY'S PURPOSE AND SCOPE .....	3
2.	DEFINITIONS .....	3
3.	PROCESSING PERSONAL DATA .....	5
3.1.	Basic Principles for Processing Personal Data .....	5
3.2.	Conditions of Processing Personal Data .....	6
3.3.	Processing of Special Quality Personal Data .....	7
3.4.	Clarification of Personal Data Owner .....	7
4.	PURPOSES OF PROCESSING PERSONAL DATA .....	8
5.	STORAGE PERIOD AND DESTRUCTION OF PERSONAL DATA .....	10
6.	TRANSFER OF PERSONAL .....	11
6.1.	Transferring Personal Data Domestic .....	12
6.2.	Transferring Personal Data Abroad .....	12
6.3.	Transfer of Special Quality Personal Information .....	13
7.	PROTECTION OF PERSONAL DATA .....	13
7.1.	Measures for the Protection of Personal Data .....	14
7.1.1.	Administrative Measures .....	14
7.1.2.	Technical Measures .....	14
7.2.	Protection of Special Quality Personal Data .....	15
7.3.	Measures to be Taken in Case of Data Breach .....	15
8.	RIGHTS OF PERSONAL DATA OWNERS AND THE USE OF THESE RIGHTS .....	16
8.1.	Rights of the Personal Data Owner .....	16
8.2.	Personal Data Owner Uses Her / His Rights .....	16
8.3.	Returns to Applications .....	17



9.	PERSONAL DATA PROCESSING ACTIVITIES IN THE BUILDING ENTRANCES AND INSIDE THE BUILDING .....	17
10.	COORDINATION OF PERSONAL DATA PROTECTION AND PROCESSING PROCESSES .....	17
11.	UPDATES TO THE POLICY .....	18
12.	FINAL PROVISIONS .....	18

## 1. POLICY'S PURPOSE AND SCOPE

Protection of personal data is under the umbrella of Istwing Group of Companies Istwing Danismanlik ve Ofis Hizmetleri Ltd. Sti. is of great importance for companies and is among the priorities of the Group of Companies. With this Policy on Processing and Protection of Personal Data (the "Policy"), the personal data of our website users, employees, employee candidates, Business Partner Officials and employees, Interns and visitors are processed in accordance with the regulations stipulated in the Personal Data Protection Law No.6698 ("Law") and its protection principles are determined.

## 2. DEFINITIONS

The legal and technical terms included in this Policy;

<b>Explicit Consent</b>	Consent on a specific subject, based on information and declared with free will,
<b>Related User</b>	Except for the person or unit responsible for the technical storage, protection and backup of

	the data, the persons who process personal data within the organization of the data controller or in line with the authorization and instruction received from the data controller,
<b>Extermination</b>	Deletion, destruction or anonymization of personal data,
<b>Law</b>	Personal Data Protection Law No. 6698, dated 24.3.2016,
<b>Data Recording Medium</b>	Any medium containing personal data that is fully or partially automated or processed in non-automatic ways, provided that it is a part of any data recording system,
<b>Personal Data</b>	All kinds of information regarding an identified or identifiable natural person,
<b>Processing of Personal Data</b>	Obtaining, recording, storing, preserving, changing, reorganizing, disclosing, transferring, taking over, making available, classifying or using personal data through fully or partially automatic means or non-automatic means provided that they are part of any data recording system. All kinds of operations performed on data such as blocking,
<b>Deleting of Personal Data</b>	Deletion of personal data;

	making personal data inaccessible and unavailable in any way for Relevant Users
<b>Extermination for Personal Data</b>	The process of making personal data inaccessible, retrieved and reusable by anyone,
<b>Board</b>	Personal Data Protection Board,
<b>Special Quality Personal Data</b>	Data on race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, dress and association, association, foundation or union membership, health, sexual life, criminal conviction and security measures, and biometric and genetic data,
<b>Periodic Extermination</b>	The deletion, destruction or anonymization process to be carried out ex officio at recurring intervals specified in the personal data storage and disposal policy in case all the conditions for processing personal data included in the law are eliminated
<b>Data Owner / Relevant Person</b>	The real person whose personal data is processed,
<b>Data Collector</b>	The real or legal person who determines the purposes and means of processing personal data, who is responsible for the establishment and management



	of the data recording system, and the companies under the umbrella of <b>Istwing</b> for this Policy.
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### 3. PROCESSING PERSONAL DATA

#### 3.1. Basic Principles for Processing Personal Data

Companies under the umbrella of Istwing process personal data in accordance with the principles set out in the Personal Data Protection Law (KVKK). In this context, Personal data;

- Will be processed in accordance with the law and the rule of honesty,
- It will be ensured that personal data are accurate and up-to-date when necessary,
- Will be processed for specific, clear and legitimate purposes,
- Will be used and disclosed in connection with the legal purpose for which they are processed, in a limited and measured manner,
- They will be kept for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

#### 3.2. Conditions of Processing Personal Data

Companies under the umbrella of Istwing will be able to process Personal data in the presence of at least one of the following conditions;



- Explicit consent of the personal data owner
- Explicitly stipulated in the laws
- It is mandatory for the protection of the life or body integrity of the person or someone else who is unable to disclose his consent due to actual impossibility or whose consent is not legally valid.
- It is necessary to process personal data belonging to the parties of the contract, provided that it is directly related to the establishment or performance of a contract.
- It is mandatory for the data controller to fulfil his legal obligation
- It is made public by the person concerned
- Data processing is mandatory for the establishment, use or protection of a right,
- If data processing is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject are not damaged.

### 3.3. Processing of Special Quality Personal Data

Personal data of special nature are processed in accordance with the principles set forth in the Personal Data Protection Law (KVKK) and this Policy, taking all necessary administrative and technical measures and in the presence of the following conditions:

- Personal data of special nature other than health and sexual life may be processed without the explicit consent of the data owner, if explicitly stipulated in the laws. Otherwise, the explicit consent of the data owner will be obtained.
- Explicit consent by persons or authorized institutions and organizations under the obligation of confidentiality for the purpose of special quality personal data regarding health and sexual life, protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing can be processed



without searching. Otherwise, the explicit consent of the data owner will be obtained in order to process such special personal data.

### 3.4. Clarification of Personal Data Owner

Companies under the umbrella of Istwing enlighten their personal data owners in accordance with the Law. In this context, the Group of Companies informs the relevant persons about the identity of the personal data as the data controller, the purpose for which it will be processed, with whom it is transferred for what purpose, the method it is collected and the legal reason and the rights of the data owners within the scope of processing their personal data.

#### **Rights of Related People;**

- Learning whether personal data is processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing,
- To request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the Law,
- Request notification of the updates or deletions made on personal data to the transferred third parties,
- Object to the occurrence of a result against the person himself by analysing the processed data exclusively through automated systems,
- To request the compensation of the damage in the event of a damage due to the processing of personal data illegally.





The persons concerned are required to apply in writing to the companies under the umbrella of Istwing in order to use their rights mentioned above. Applications are answered free of charge as soon as possible and within 30 (thirty) days at the latest.

Applications must be delivered in a clear, understandable, written and wet signed form, by hand, by mail or through a notary public to the following address, **Anadolu Yakası OSB 8. Sokak No: 3 Aydınlı-Tuzla / İstanbul.**

#### **4. PURPOSES OF PROCESSING PERSONAL DATA**

Companies under the umbrella of Istwing process personal data for the purposes listed below, based on at least one of the processing conditions of personal data and personal data of special nature specified in Articles 5 and 6 of the Law, in accordance with the basic principles regulated in Article 4 of the Law.

- Execution of Emergency Management Processes
- Execution of Information Security Processes
- Execution of Employee Candidates' Application Processes
- Execution of Employee Satisfaction and Loyalty Processes
- Fulfilling Obligations Arising from Employment Contract and Legislation For Employees
- Execution of Benefits and Benefits Processes for Employees
- Conducting Audit / Ethical Activities
- Conducting Training Activities
- Execution of Access Authorities
- Conducting Activities in Compliance with the Legislation

Adres: Osmanağa Mah. Kuşdili Cad. Azam Palas Apt. No:47/10 PK34953 Kadıkoy /İstanbul



- Execution of Finance and Accounting Affairs
- Ensuring Physical Space Security
- Execution of Recruitment Processes
- Following and Executing Legal Affairs
- Conducting Internal Audit / Investigation / Intelligence Activities
- Conducting Communication Activities
- Planning of Human Resources Processes
- Execution / Supervision of Business Activities
- Conducting Occupational Health / Safety Activities
- Receiving and Evaluating Suggestions for the Improvement of Business Processes
- Conducting Business Continuity Activities
- Execution of Logistics Activities
- Execution of Goods / Service Production and Operation Processes
- Organization and Event Management
- Conducting Marketing Analysis Studies
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Risk Management Processes
- Execution of Custody and Archive Activities
- Execution of Contract Processes
- Carrying Out Strategic Planning Activities
- Tracking of Requests / Complaints
- Ensuring the Security of Movable Goods and Resources
- Execution of Supply Chain Management Processes
- Execution of Wage Policy
- Ensuring the Security of Data Controller Operations
- Execution of Investment Processes
- Conducting Talent / Career Development Activities
- Informing Authorized Persons, Institutions and Organizations
- Carrying Out Management Activities



## 5. STORAGE PERIOD AND DESTRUCTION OF PERSONAL DATA

Companies under the umbrella of Istwing keep personal data in accordance with the provisions of the Law and the Regulation on Deletion, Destruction or Anonymization of Personal Data, in accordance with the time required for the purpose of processing and the minimum periods stipulated in the legal legislation to which the relevant activity is subject.

Companies first determine whether a period is stipulated in the relevant legislation for the storage of personal data, if a period is specified in the legislation, they keep it until this period, or if there is no legal period, for the period required for the purpose of processing.

The storage periods determined separately for each personal data category in accordance with the specified criteria are shown in the table below. Personal data are destroyed within six-month periodic destruction periods from the end of these periods or within thirty days at the latest, if the data owner applies.

### The storage period of personal data;

<b>Identity</b>	10 years after the termination of active employment relationship
<b>Contact</b>	10 years after the termination of active employment relationship
<b>Personality</b>	10 years after the termination of active employment relationship

<b>Legal Process</b>	10 Years from The Termination of The Legal Process
<b>Security of Physical Space</b>	6 Months
<b>Security of Process</b>	10 years after the termination of active employment relationship
<b>Finance</b>	10 years
<b>Professional Experience</b>	10 years after the termination of active employment relationship
<b>Audio and Visual Records</b>	10 years after the termination of active employment relationship
<b>Health Data</b>	10 years after the termination of active employment relationship
<b>Criminal Convictions and Security Measures</b>	10 years after the termination of active employment relationship
<b>Cigarette Using Information</b>	10 years after the termination of active employment relationship
<b>Reference Information</b>	10 years after the termination of active employment relationship
<b>Hobby</b>	10 years after the termination of active employment relationship

## 6. TRANSFER OF PERSONAL DATA

### 6.1. Transferring Personal Data Domestic

In case the personal data owner has express consent or at least one of the conditions specified in Article 5 of the Law, personal data can be transferred to third parties by taking all security measures stipulated in the Law and by the Personal Data Protection Board ("Board").

## 6.2. Transferring Personal Data Abroad

Personal data can be transferred to foreign countries that have been declared to have adequate protection by the Board, if the data owner has explicit consent or if at least one of the conditions specified in Article 5 of the Law is met. In the absence of adequate protection can be transferred to a stranger that is responsible for adequate protection of data in Turkey in line with the conditions laid down in legislation and data transfer in the foreign country where the consent of the Board a written commitment and no countries.

### **Conditions specified in Article 5 of the Law;**

- Explicitly stipulated in the laws
- It is mandatory for the protection of the life or physical integrity of the person or someone else who is unable to disclose his consent due to the actual impossibility or whose consent is not legally valid.
- It is necessary to process personal data belonging to the parties of the contract, provided that it is directly related to the establishment or performance of a contract.
- It is mandatory for the data controller to fulfil his legal obligation
- It is made public by the person concerned
- Data processing is mandatory for the establishment, use or protection of a right
- If data processing is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject are not damaged.

## 6.3. Transfer of Special Quality Personal Information



Special quality personal data can be transferred by companies under the umbrella of Istwing, in accordance with Article 6 of the Law and by taking all necessary administrative and technical measures to be determined by the Board and under the following conditions.

**Personal data of special nature other than health and sexual life** can be processed without the explicit consent of the personal data owner or without the explicit consent of the data owner, if explicitly stipulated in the laws.

**Special quality personal data relating to health and sexual life**, with the express consent of the personal data owner or for the protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and managing health services and financing, persons or authorized persons under confidentiality obligation. It can be processed by institutions and organizations without explicit consent.

## **7. PROTECTION OF PERSONAL DATA**

Companies under the umbrella of Istwing, as specified in Article 12 of the Law;

- To prevent unlawful processing of personal data,
- To prevent unlawful access to personal data,
- Takes the necessary technical and administrative measures to ensure the appropriate security level in order to ensure the preservation of personal data and carries out the necessary inspections for the implementation of the measures taken.

### **7.1. Measures for the Protection of Personal Data**

### 7.1.1. Administrative Measures

- There are disciplinary regulations that include data security provisions for employees.
- Training and awareness activities on data security are carried out periodically for employees.
- Institutional policies on access, information security, use, storage and disposal issues have been prepared and implemented.
- Employees who have a change of position or leave their jobs are removed from their authority in this area.
- Personal data security policies and procedures have been determined.
- Personal data security is monitored.
- Necessary security measures are taken for entering and exiting physical environments containing personal data.
- Physical media containing personal data are secured against external risks (fire, flood, etc.).
- The security of environments containing personal data is ensured.
- Personal data are reduced as much as possible.
- Periodic and / or random inspections are carried out within the institution.

### 7.1.2. Technical Measures

- Network security and application security is provided.
- Security measures are taken within the scope of procurement, development and maintenance of information technology systems.
- Current anti-virus systems are used.
- Firewalls are used.



## 7.2. Protection of Special Quality Personal Data

In Article 6 of the Law; Data on race, ethnicity, political opinion, philosophical belief, religion, sect or other beliefs, attire, association, foundation or trade union membership, health, sexual life, criminal conviction and security measures and biometric and genetic data It was counted in limited numbers as data. Companies related to the special quality personal data processed within the companies act extremely sensitive and take all the measures determined by the Law and the Board to ensure the security of these data.

## 7.3. Measures to be Taken in Case of Data Breach

In the event that personal data processed by companies under the umbrella of Istwing are obtained by others illegally, the companies will notify the data owner and the Board as soon as possible after learning about the violation.

Following the identification of the persons affected by the breach by the companies under the umbrella of İstwing, the relevant persons will also be published within the shortest possible time, directly if the contact address of the relevant person can be reached, or on the website <http://www.istwing.com.tr/> if not available.

In the violation notification to be made by the companies under the umbrella of İstwing to the relevant person;

- When the violation occurred,
- Which personal data are affected by the breach,
- Possible consequences of the violation,





- Measures taken or suggested to be taken to reduce the effects of the violation,
- The name and contact details of the contact person who will provide information about the data breach will be included.

## **8. RIGHTS OF PERSONAL DATA OWNERS AND THE USE OF THESE RIGHTS**

### **8.1. Rights of the Personal Data Owner**

Personal data owners have the following rights:

- Learning whether personal data is processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the law and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom personal data has been transferred,
- Object to the occurrence of a result against the person himself by analysing the processed data exclusively through automated systems,
- To request the compensation of the damage in case of damage due to the processing of personal data illegally.



## 8.2. Personal Data Owner Uses Her / His Rights

Personal data owners can access **the Data Owner Application Form** at <http://www.istwing.com.tr/>. They must fill the form, sign with wet-inked signature and either by hand, by mail or by sending a notary to the address of **Anadolu Yakası OSB 8. Street No: 3 Aydınlı-Tuzla / İstanbul**. They can use their rights listed above and enumerated in Article 11 of the Law.

## 8.3. Returns to Applications

In the event that the personal data owner submits his request regarding the rights mentioned in Article 11 of the Law to the companies under the umbrella of İstwing in accordance with the procedure, the Companies will conclude the request free of charge as soon as possible and within 30 (thirty) days at the latest, depending on the nature of the request. . However, if the transaction requires an additional cost, a fee may be charged in accordance with the tariff determined by the Board.

## 9. PERSONAL DATA PROCESSING ACTIVITIES IN THE BUILDING ENTRANCES AND INSIDE THE BUILDING

In İstwing buildings and extensions, personal data processing is carried out for security camera monitoring in order to ensure the safety of the Group of Companies, employees and visitors.

Surveillance with security cameras is carried out in accordance with the Personal Data Protection Law (KVKK) and the Law on Private Security Services and the relevant legislation. In this context, all employees and visitors are informed and enlightened that the camera

Adres: Osmanağa Mah. Kuşdili Cad. Azam Palas Apt. No:47/10 PK34953 Kadıkoy /İstanbul



is monitored. Notification texts and images are hung at the entrances of the areas where the monitoring is done. Necessary technical and administrative measures are taken by companies under the umbrella of İstwing to ensure the security of personal data obtained as a result of camera surveillance in accordance with Article 12 of the Law.

## **10. COORDINATION OF PERSONAL DATA PROTECTION AND PROCESSING PROCESSES**

The coordination of the protection and processing of personal data is carried out by the Chairman of the Board of Directors of the Companies or their representatives.

## **11. UPDATES TO THE POLICY**

İstwing has the right to make changes in this Personal Data Processing and Protection Policy in accordance with the Board decisions or developments in the sector or informatics field due to the change in the legislation. The changes made within this scope are immediately entered into the text and explanations regarding the changes are added to the updates table arranged below.

### **Table of Updates**

01.09.2020	The Policy on Processing and Protection of Personal Data has entered into force.
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## **12. FINAL PROVISIONS**



This Policy on Processing and Protection of Personal Data has been prepared by the Group of Companies and is announced on the website <http://www.istwing.com/> on 01.09.2020 and in the appropriate places of the companies, to all personnel, business partners and to this policy. has been announced to everyone who may be interested in its implementation.