



**POLICY ON THE PROTECTION AND PROCESSING OF  
PERSONAL DATA**

01.06.2020

## CONTENT

<b>1. UNIT I – INTRODUCTION .....</b>	<b>2</b>
1.1 Introduction .....	2
1.2 Purpose and Scope .....	2
1.3 Definition .....	2
<b>2. UNIT 2 – ENSURING THE SECURITY OF PERSONAL DATA .....</b>	<b>4</b>
2.1 Security Of Personal Data .....	4
2.2 Tecnical Measures.....	4
2.3 Audit.....	4
2.4 Training .....	4
2.5 Privacy.....	4
2.6 Unlawful Access To Personal Data.....	4
2.7 Observing the Legal Rights Of Personal Data Owner .....	5
<b>3. UNIT 3 – ENSURING THE SECURITY OF PERSONAL DATA.....</b>	<b>5</b>
3.1 General Principles for Processing Personel DataAL DATA .....	5
3.2 Purposes For Processing Personal Data .....	5
3.3 Methods Of Processing Personal Data and Its Legal Ground.....	5
3.4 Categorization of Personal Data.....	6
3.5 Conditions for Processing of Personal Data.....	7
3.6 Conditions for Processing of Special Personal Data.....	7
3.7 Transferring Personal Data.....	7
3.8 Conditions to Transfer of Personal Data to Abroad.....	8
<b>4. UNIT 4 – DELETION, DISPOSAL&amp;ANONYMISATION OF PERSONAL DATA</b>	<b>8</b>
<b>5. UNIT 5 – PERSONAL DATA OWNER RIGHTS .....</b>	<b>8</b>
<b>6. UNIT 6 – CHANGES TO OUR POLICY.....</b>	<b>9</b>

## CFN KIMYA

### POLICY ON THE PROTECTION AND PROCESSING OF PERSONAL DATA

#### 1. UNIT I – INTRODUCTION

##### 1.1 Introduction

Protection of personal data is one of the most important priorities of CFN Kimya Sanayi ve Dış Ticaret Anonim Şirketi (“Company”). CFN Kimya Sanayi ve Dış Ticaret Anonim Şirketi Policy for Protection and Processing of Personal Data (“Policy”) describes the principles adopted for compliance of our Company’s data processing activities with the regulations mentioned in the Law No.6698 on Protection of Personal Data (“Law”) and so our Company informs the owners of personal data and ensures necessary transparency and by being fully aware of our responsibility herein, your personal data are processed and protected under our Policy. Our Company takes the necessary administrative and technical measures to ensure the protection of personal data processed in accordance with the applicable legislation.

##### 1.2 Purpose and Scope

The primary purpose of this Policy is to describe the mechanisms adopted for the lawful processing and protection of personal data by our Company and ensure transparency by informing individuals whose personal data is processed by our Company including our customers, potential customers, employee candidates, company shareholders, company officers, visitors, shareholders and officials of organizations we collaborate with and third parties.

This Policy will not be applied to legal entities, in whatever title.

The Company informs these Personal Data Owners about the Law by publishing this Policy on its website.

In case of inconsistency between this Policy and the Law and other relevant legislation, the provisions of the legislation will be applied.

##### 1.3 Definition

**Explicit Consent:** Consent that is related to a specific issue, based on the information and expressed with free will.

**Anonymizing Personal Data:** To render data in such a way that it can no longer be associated with an identified or identifiable person, even when the personal data is matched with other data.

**Application Form:** A form containing the application to be made by personal data owners to exercise their rights.

**Candidate for Recruitment:** They are natural persons applied for a job to our company by any means or have opened their CV and related information to our company for review.

**Processing Personal Data of Employees, Shareholders and Officials of Organizations We Collaborate With:** Real persons such as employees, shareholders and officials in organizations with whom our company has any type of business relation (including but not limited to business partners, dealers, suppliers, etc.)

**Business Partner:** Parties which the Company has entered into a business partnership with for the purposes like conducting mutual customer loyalty programs during the course of the Company's business activities.

**Processing of Personal Data:** Any kind of transaction performed on the data such as obtaining, saving, storing, protecting, modifying, editing, describing, transferring, receiving, making available, classifying or blocking the use of the data by way of the data becoming totally or partially included in an automatic recording system.

**Law:** Protection of Personal Data Law No.6698, promulgated in the Official Gazette No.29677 dated 7 April 2016

**Board:** The Personal Data Protection Board.

**Personal Data Owner/Relevant Person:** A natural person whose personal data is processed. This person is (includes, but is not limited to) an employee, customer, business partner, stakeholder, authority, lead, candidate for recruitment, intern, customer, supplier, an employee of a business partner institution of CFN Kimya Sanayi ve Dış Ticaret A.Ş. subsidiaries/affiliates with whom there is a trade relationship, third party or another person not mentioned here.

**Personal Data:** All information related to a natural person whose identity is known or could be identified.

**Company Customer:** Real persons who use or have used the products and services offered by our Company regardless of whether they have a contractual relationship with our Company.

**Sensitive Personal Data:** Biometric and genetic information concerning race; ethnicity; political opinions; philosophical opinions; religion, sect or other beliefs; appearance; subscriptions to associations, foundations or syndicates; health; sex life; convictions; and data concerning security measures.

**Potential Customer:** Real persons who have requested to use or have shown interest on using our goods and services or it is believed that he has shown such interest as per the customs of trade and principles of good faith.

**Company/Our Company:** CFN Kimya Sanayi ve Dış Ticaret A.Ş.

**Company Shareholder:** A natural person who is a shareholder of CFN Kimya Sanayi ve Dış Ticaret A.Ş.

**Shareholders, Officers, and Employees of the Business Partner:** All real persons, including shareholders, officers, and employees of the business partners of our Company.

**Company Officer:** Members of the board of directors of our company and other authorized real persons.

**Third-Party:** Third-party real persons who have relations with the aforementioned parties for the purpose of ensuring the security of commercial transactions with our Company or protecting the rights and interests of the relevant parties (e.g. Guarantor, Companion, Family Members and relatives)

**Data Processor:** A natural or legal person who processes personal data on behalf of the controller upon his authorization.

**Data Registry System:** The registry system which the personal data is registered into through being structured according to certain criteria.

**Data Controller:** A natural or legal person who determines the purpose and means of processing personal data and is responsible for establishing and managing the data registry system.

**Visitor:** A natural person who has entered the physical campuses owned by our company for various purposes or visited our website for any purpose.

## **2. UNIT 2 – ENSURING THE SECURITY OF PERSONAL DATA**

### **2.1 Security Of Personal Data**

Our Company takes the necessary legal, technical, and administrative measures and exercises the utmost care to ensure data security.

### **2.2 Technical Measures**

Our Company takes technical and administrative measures in line with the nature of the data to be protected, technical capabilities and implementation costs to prevent negligent or unauthorized disclosure or transfer of or otherwise unlawful access to personal data.

Technical measures taken are regularly reported to the authorized person and efforts are made to generate the required technological solutions by reviewing risky issues. By determining the scope of authority of the company employees, the access of the employees to the systems containing Personal Data is limited. Accordingly, access authorization and control matrices are used.

### **2.3 Audit**

Personal data processing by Our Company is audited using information security systems, technical systems and legal methods

### **2.4 Training**

Our Company offers training to its business units to raise awareness about preventing unlawful processing of personal data, avoiding unauthorized access to data, and protecting data.

### **2.5 Privacy**

In case of working with the Company Employees and Third-Parties regarding the processing of Personal Data, the relevant Third Parties are informed; Necessary provisions are included in the agreements.

### **2.6 Unlawful Access To Personal Data**

Our Company operates a system which ensures that the data subject and the Board is notified as soon as possible in the event that personal data which are processed in accordance with

Article 12 of the Law no. 6698 were obtained unlawfully by third parties. In case it is deemed necessary by the Board, this may be announced on the website of the Board or by other means.

## **2.7 Observing the Legal Rights Of Personal Data Owner**

Our Company observe all legal rights of Personal Data Owners through the implementation of the Policy and Law and takes all necessary measures to protect these rights.

## **3. UNIT 3 – ENSURING THE SECURITY OF PERSONAL DATA**

### **3.1 General Principles for Processing Personal Data**

Our Company processes accurate and up-to-date personal data for clear, specific, and legitimate purposes in line with the law and principles of good faith.

- a. Lawfulness and Conformity with Rules of Bona Fides
- b. Accuracy and Being Up to Date, Where Necessary
- c. Being Processed for Specific, Explicit and Legitimate Purposes
- d. Being Relevant with, Limited to and Proportionate to The Purposes for Which They are Processed
- e. Being Retained for the Period of Time Stipulated by Relevant Legislation or The Purpose for Which They are Processed

### **3.2 Purposes For Processing Personal Data**

Our Company processes personal data in line with the terms below.

- a. Ensuring the execution of the human resources policies of our Company,
- b. The right planning and execution of Our Company's commercial partnerships and strategies,
- c. Providing for the security of Our Company's and business partner's legal, commercial and physical
- d. Planning and executing Our Company's corporate,
- e. Planning and executing sales processes of products and services,
- f. Planning and executing marketing processes of products and services,
- g. Ensuring the highest level of data security,
- h. Establishment of databases necessary for the company to continue its activities,
- i. Development of the services offered on Our Company website,
- j. Contacting those who submit their demands and complaints to Our Company,
- k. Elimination of bugs or errors occurring on Our Company website,
- l. Ensuring security in company facilities.

### **3.3 Methods Of Processing Personal Data and Its Legal Ground**

Your personal data may vary depending on the service or business activity provided by our Company and may be gathered verbally, in writing or electronically via automated or non-automated means through offices, branches, dealers, call centers, websites, social media channels, mobile applications, and similar means. Your personal data can be processed by creation or update as long as you are taking advantage of our Company's products and services.

Personal Data may be processed by one or more of the above methods without the explicit consent of the data subject in the presence of one of the legitimate reasons listed in Article 5 of Law.

### 3.4 Categorization of Personal Data

- a. **Identity Information:** All identity information provided on the documents such as Driver's License, Identity Document, Residency, Passport; for example name and surname, identity number, nationality, name of parents, place, and date of birth, tax number, social security number, signature, license plate which explicitly belongs to an identified or identifiable real person and processed wholly or partly by automatic means or by non-automatic means as a part of the data recording system.
- b. **Contact Information:** Phone number, address, e-mail, fax number, IP address and etc.
- c. **Process Security Information:** Personal data processed for the purposes of ensuring technical, administrative, legal and commercial security of both our employees and our Company during the conduct of commercial activities of our Company which explicitly belongs to an identified or identifiable real person and are a part of the data recording system.
- d. **Financial Information:** Personal data processed for any information, document, and record that show financial results created as a result of the legal relationship between our Company and personal data owner and personal data such as bank account number, IBAN number, income details, debit/credit details, etc.
- e. **Audio and Visual Data:** Photograph and camera records (excluding the records covered by Physical Location Security Details) and voice records.
- f. **Personnel Information:** Any personal data processed for obtaining the information that is required for the establishing the basis of personnel rights of our employees or real persons having a working relationship with our Company; which explicitly belongs to an identified or identifiable real person and processed wholly or partly by automatic means or by non-automatic means as a part of the data recording system.
- g. **Location Data:** Details about the current location of employees of organizations, with which we collaborate, for emergency procedures.
- h. **Information of Family Members and Relatives:** Information relating to the family member and relatives (for example spouse, parents or children) of the data subject that is processed for the purposes of protecting the legal interests of the Company and the data subject as part of operations conducted by CFN KİMYA business units which explicitly belongs to an identified or identifiable real person and are a part of the data recording system.
- i. **Physical Premises Security Information:** Personal data relating to the records and documents obtained when entering to physical premises and during the stay in such premises which explicitly belongs to an identified or identifiable real person and are a part of the data recording system, such as camera records, fingerprints, and records received at the security desk.
- j. **Legal Action and Compliance:** Personal data processed to identify and track our legal rights and receivables and to fulfill our legal liabilities and debts in accordance with our Company's policies.
- k. **Special Categories of Personal Data:** Data stated under Article 6 of Law no. 6698 (such as health data like blood type, biometric data, religion, or association membership information) which explicitly belongs to an identified or identifiable real person and processed wholly or partly by automatic means or by non-automatic means as a part of

the data recording system.

- 1. Request/Complaint Management Information:** Personal data relating to the receipt and evaluation of all requests or complaints addressed to our Company which explicitly belongs to an identified or identifiable real person and processed wholly or partly by automatic means or by non-automatic means as a part of the data recording system.

### **3.5 Conditions for Processing of Personal Data**

Our Company does not process Personal Data without the explicit consent of the Data Owner. However, Personal Data may be processed without seeking the express consent of the Data Owner in the presence of one of the following conditions.

- a.** It is clearly provided for by the laws
- b.** It is mandatory for the protection of life or physical integrity of the person or of any other person who is bodily incapable of giving his consent or whose consent is not deemed legally valid
- c.** Processing of personal data belonging to the parties of a contract is necessary provided that it is directly related to the conclusion or fulfillment of that contract
- d.** It is mandatory for our Company to be able to perform our legal obligations
- e.** The data concerned is made available to the public by the data owner himself
- f.** Data processing is mandatory for the establishment, exercise or protection of any right
- g.** It is mandatory for the legitimate interests of our Company, provided that this processing shall not violate the fundamental rights and freedoms of the data owner

### **3.6 Conditions for Processing of Special Personal Data**

Our Company does not process Special Personal Data without the explicit consent of the Data Owner. However Special Personal Data other than health and sexual life may be processed without seeking the express consent of the Data Owner in the presence of one of the following conditions. Personal data relating to health and sexual life may only be processed, without seeking explicit consent of the data subject, by any person or authorized public institutions and organizations that have confidentiality obligation, for the purposes of protection of public health, operation of preventive medicine, medical diagnosis, treatment and nursing services, planning and management of health-care services as well as their financing.

### **3.7 Transferring Personal Data**

Personal Data obtained by our company may be transferred to our shareholders, business partners, suppliers, group companies, subsidiaries, companies and institutions we cooperate with, to companies that we receive services from outside in order to fulfill our contractual or legal obligations (security, health, occupational safety, law, and similar matters) for the purposes specified in section 3.2, Our Company does not transfer Personal Data without the explicit consent of the Data Owner. However, Personal Data may be transferred without seeking the express consent of the Data Owner in the presence of one of the following conditions.

- a.** It is clearly provided for by the laws,
- b.** It is mandatory for the protection of life or physical integrity of the person or of any other person who is bodily incapable of giving his consent or whose consent is not deemed legally valid,



- c. Processing of personal data belonging to the parties of a contract is necessary provided that it is directly related to the conclusion or fulfillment of that contract,
- d. It is mandatory for our Company to be able to perform our legal obligations,
- e. The data concerned is made available to the public by the data owner himself,
- f. Data processing is mandatory for the establishment, exercise or protection of any right,
- g. It is mandatory for the legitimate interests of our Company, provided that this processing shall not violate the fundamental rights and freedoms of the data owner,

Special Personal Data other than health and sexual life may be transferred without seeking the express consent of the Data Owner in the presence that if it is provided for by the laws.

### **3.8 Conditions to Transfer of Personal Data to Abroad**

By taking necessary security measures and in line with legitimate and lawful purposes (Section 3.2) our Company may transfer data subjects' personal data and special categories of personal data to third persons located abroad. Personal data are transferred by our Company to foreign countries where it is deemed by the Board that adequate protection is provided in this country ("Foreign Country with Adequate Protection") or to foreign countries where adequate protection is not provided, on the condition that the Board gives permission and the data controllers both in Turkey and in the country to which data is transferred undertakes to provide adequate protection in writing ("Foreign Country Where the Data Controller Undertakes to Provide Adequate Protection").

## **4. UNIT 4 – DELETION, DISPOSAL, AND ANONYMISATION OF PERSONEL DATA**

Our Company keeps personal data as long as they are required for their purpose of processing and throughout the minimum term prescribed by applicable legislation. For this purpose, our Company initially determines whether any period is prescribed in applicable legislation for keeping personal data or not and, if any period is prescribed, it acts accordingly. If there is not any legal period, personal data are stored for the period needed for their purpose of processing. Personal data are destroyed at the end of their storage period in accordance with their periodical.

Periods of destruction or upon an application of the data owner and through the determined methods of destruction (deletion and/or elimination and/or anonymization).

## **5. UNIT 5 – PERSONAL DATA OWNER RIGHTS**

As a personal data owner, we hereby declare that you are entitled to the following rights, set forth under Article 11 of the Law.

- a. To learn whether your personal data are being processed,
- b. To request information if your personal data have been processed,
- c. To learn the purpose of the processing of your personal data and whether they have been used accordingly,
- d. To learn which third parties domestic or abroad your personal data has been transferred to,
- e. To request rectification in case your personal data has been processed incompletely or inaccurately and to demand the operations in this regard be reported to third parties your personal data has been transferred to,

- f. To demand the erasure or destruction of your personal data in case the reasons necessitating the processing have disappeared even though it was processed in accordance with the law and other relevant provisions and to demand the operations in this regard be reported to third parties your personal data has been transferred to,
- g. To object the occurrence of any consequence that is to your detriment by means of the analysis of personal data solely through automated systems,
- h. To demand compensation for the damages,

Pursuant to paragraph 1 of Article 13 of the PPD Law and the Communiqué Regarding the Application Procedures and Principles for Data Collector, personal data owners can submit their requests related to their rights above, to our Company personally, through a notary or certified mail to Demirciler Osb Mah. Murat Yıldırım Cad. No: 3/3 Dilovası/Kocaeli or filling the form and electronically by signing the form with a secure electronic signature, mobile signature or registered mail address and forwarding the form to the address [humanrecources@cfnkimya.com](mailto:humanrecources@cfnkimya.com)

If the personal data owner forwards their request to our Company, will finalize the said request within 30 days at most, depending on the nature of the request. If the action the data owner requests necessitate an extra fee, the data owner may need to pay the fee defined in the tariff determined by the Board.

Our Company may accept an application or reject an application by explaining the reason. Our company notifies the answer to the person in writing or electronically. In case the request in the application is accepted, our Company will fulfill its requirement and provide additional information.

In case the application is rejected, the answer is insufficient or the application is not answered in due time; The personal data owner has the right to complain to the Board within thirty and possibly, within sixty days from the date of application.

## **6. UNIT 6 – CHANGES TO OUR POLICY**

Our Company may make changes to this Policy from time to time as required by the activities or legally necessary. These amendments will take effect by sharing the changed policy text on the website "[www.cfnkimya.com](http://www.cfnkimya.com)".