

CORPORATE GENERAL INFORMATION TEXT REGARDING PROCESSING OF PERSONAL DATA

As Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti. ("Akinsoft"); we have prepared this information text to inform you Visitors, Online Visitors, Customers, Potential Customers, Supplier Employees, Supplier Officers for processing, keeping and transferring your personal data within the scope of its activities under the Law on Protection of Personal Data no 6698 ("KVKK"), European Union General Data Protection Regulation ("GDPR") and relevant legislation and legal regulations.

1) What Are Your Personal Data Categories We Process and For What Purposes Do We Process Them?

Your Personal data may be processed by Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti. in line with the purposes below within the scope of the established and continuing business relations with our business partners (it is possible that a single person suits multiple categories) in compliance with the following principles foreseen in article 4.2 of KVKK;

- (i) Being in compliance with law and principle of honesty,
- (ii) Being accurate and up-to-date when necessary,
- (iii) Processing for specific, clear, and legitimate purposes,
- (iv) Being relevant, limited, and proportionate to the purposes for which they are processed,
- (v) Retaining them for the period of time stipulated by the relevant legislation or deemed necessary for the purpose.

A. Our Visitors

Identity information (eg name, surname) of our visitors, physical location security information (eg camera records);

- a) Generating and tracking visitors' records,
- b) to ensure physical space security.

B. Our Online Visitors

Transaction security information of our online visitors using our website (*eg. Your IP address information*), marketing information (*eg. shopping history information, cookie records*) and (*if you inform us about them **) identity, contact information (*eg. E-Mail Address*);

- a) Carry out the activities in accordance with legislation,
- b) Maintain information security processes,
- c) Follow-up of requests / complaints,
- d) Conducting communication activities,
- e) Providing information to authorized persons, institutions,
- f) To enable you to access our website via the internet.

C. Our Customers

Identity information, contact information, customer transaction information of our real person customers or legal entity customers' officials and / or employees (*eg. order information*), physical space security information, financial information (*eg. balance sheet information*), legal transaction information, marketing information (*eg. shopping history information*);

- a) Carry out the activities in accordance with legislation,
- b) To conduct financial and accounting works,
- c) Carry out/audit business activities,
- d) Carrying out logistics activities,
- e) Execution of Goods / Services post-sales support services,
- f) Performing Goods / Service sales processes,
- g) Managing marketing analysis works,
- h) Execution of contract processes,
- i) Providing information to authorized persons, institutions,
- j) Ensuring Physical Space Security
- k) Resolving legal disputes,
- l) Conducting retention and archive activities,
- m) Carrying out risk management processes,
- n) Conducting advertisement / campaign / promotion processes, sending commercial electronic messages,
- o) Conducting Company / Product / Service loyalty processes,
- p) Conducting communication activities.

D. Our Potential Customers

Identity information, contact information, customer transaction information, physical space security information of our real person customers or legal entity customers' officials and / or employees, marketing information;

- a) Managing goods / service sales processes,
- b) To conduct contract processes,
- c) Ensuring Physical Space Security
- d) Conducting advertisement / campaign / promotion processes, sending commercial electronic messages,
- e) For the purposes of conducting marketing analysis studies.

E. Our Solution Partners

Identity information, contact information, dealer transaction information of the officials and / or employees of our real person solution partners or legal person solution partners (*eg. order information*), physical space security information, financial information (*eg. balance sheet information*), legal transaction information, marketing information (*eg. shopping history information*);

- a) Carry out the activities in accordance with legislation,
- b) To conduct financial and accounting works,
- c) Carry out/audit business activities,
- d) Carrying out logistics activities,
- e) Execution of Goods / Services post-sales support services,
- f) Performing Goods / Service sales processes,
- g) Managing marketing analysis works,
- h) Execution of contract processes,
- i) Providing information to authorized persons, institutions,

- j) Ensuring Physical Space Security
- k) Resolving legal disputes,
- l) Conducting retention and archive activities,
- m) Carrying out risk management processes,
- n) Conducting advertisement / campaign / promotion processes, sending commercial electronic messages,
- o) Execution of service processes for the end consumer,
- p) Conducting communication activities.

F. Our Supplier Employee

Identity information, contact information, physical space security information, professional experience information of our supplier employee (*e.g. on-the-job training information*);

- a) Conducting communication activities,
- b) Execution / supervision of business activities,
- c) Ensuring Physical Space Security
- d) To conduct supply chain management processes
- e) Carrying out logistics activities,
- f) Carrying out the activities in accordance with legislation,
- g) For carrying out occupational health / safety activities.

G. Our Supplier Officer

Identity information, contact information, physical space security information, customer transaction information, financial information, marketing information, legal transaction information of our natural person suppliers or legal person supplier officials;

- a) Execution / supervision of business activities,
- b) Execution of Goods / Services Purchasing Processes,
- c) To conduct financial and accounting works,
- d) Execution of contract processes,
- e) Execution of investment processes,
- f) Ensuring Physical Space Security
- g) For following and executing legal affairs.

2) What are the Methods of Collecting Your Personal Data?

Your personal data stated in categories above are collected through physical method such as order forms, contracts, visitor forms or through automatic or non-automatic methods through information systems and electronic devices (*eg. telecommunication infrastructure, computer and telephones*), third parties, our website and other documents declared by the relevant person.

3) How Long Do We Keep Your Personal Data?

Your personal data specified in categories above are stored for the period stipulated in the relevant legislation or, if a period is not stipulated, for the duration of our legitimate interest by considering the following criteria.

- Akinsoft's applications
- Commercial practices applied
- Prescription periods stipulated in the relevant legislation

Personal data stored at the end of these periods are deleted, destroyed or anonymized.

4) What is the Legal Reason of Collecting Your Personal Data?

Your Personal data will be processed by Akin Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti. in line with realizing the purposes explained above based on the legal reasons stated in Article 5 of the KVKK as;

- (i) It is clearly stipulated in the laws,
- (ii) The requirement of processing personal data of the parties to a contract, provided that it is directly related to the formation or performance of that contract,
- (iii) In the event that it is mandatory for the data controller to fulfill her/his legal obligations,
- (iv) In the event where data processing is mandatory for the establishment, exercise or protection of any right,
- (v) It is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed.
- (vi) Identity and communication data of our Solution Partners, Customers and Potential Customers will be processed for the purposes of advertising, campaigns, promotions and sending commercial electronic messages based on their express consent. You always have the right to request advertisements, campaigns, promotions and sending commercial electronic messages to stop communication about our activities and to withdraw your express consent.

From now on, if you do not want to be contacted for advertising, campaign, promotion and sending commercial electronic messages, you can use your cancellation right through the contact information you have shared with us.

5) Do We Transfer Your Personal Data to a Third Party?

a) Personal data of our visitors may be shared with law enforcement and judicial authorities if requested in order to resolve legal disputes and in accordance with the relevant legislation.

b) Personal data of our online visitors may be shared with judicial authorities and authorized public institutions and organizations in order to resolve legal disputes and in accordance with the relevant legislation.

c) Personal data of our customers are transferred to authorized public institutions and organizations in order to carry out activities in accordance with the legislation, to follow and carry out legal affairs, to inform authorized persons, institutions and organizations within the scope of legal regulations; to our community companies, solution partners, suppliers, cargo companies, banks, cargo companies and our financial advisor to the extent necessary in order to carry out / audit business activities, carry out risk management processes, and perform our services properly. In addition, the personal data in question can be transferred to the law office and judicial authorities from which we receive service in order to be used as evidence in legal disputes that may arise in the future.

d) Personal data of our potential customers can be transferred to our solution partners and to the law office and judicial authorities from which we receive service in order to be used as evidence in future legal disputes to the extent necessary for the proper performance of our services.

e) Personal data of our solution partners are transferred to authorized public institutions and organizations in order to carry out activities in accordance with the legislation, to follow and carry out legal affairs, to inform authorized persons, institutions and organizations within the scope of legal regulations; to our solution partners, suppliers, cargo companies, banks, cargo companies to the extent necessary in order to carry out / audit business activities, carry out risk management processes, and perform our services properly. In addition, the personal data in question can be

transferred to the law office and judicial authorities from which we receive service in order to be used as evidence in legal disputes that may arise in the future.

f) Personal data of our supplier employee are transferred to authorized public institutions and organizations for the purposes of carrying out activities in accordance with the legislation, following and carrying out legal affairs, informing authorized persons, institutions and organizations, conducting / auditing business activities within the scope of the legal regulation, to the group companies, suppliers, cargo companies, banks and our financial advisor to the extent necessary in order to perform the service properly, it is transferred. In addition, the personal data in question can be transferred to the law office and judicial authorities from which we receive service in order to be used as evidence in legal disputes that may arise in the future.

g) Personal data of our supplier authority are transferred to authorized public institutions and organizations in order to carry out activities in accordance with the legislation, to follow and carry out legal affairs, to inform authorized persons, institutions and organizations, to conduct / audit business activities within the scope of legal regulations, to the group companies, suppliers, cargo companies, banks and our financial advisor to the extent necessary in order to perform the service properly. In addition, the personal data in question can be transferred to the law office and judicial authorities from which we receive service in order to be used as evidence in legal disputes that may arise in the future.

6) Do We Transfer Your Personal Data Abroad?

As Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti. we do not transfer your personal data abroad.

7) How Can You Exercise Your Rights Regarding Your Personal Data?

Right of Access: You have the right to request a copy of your personal data from our company. A small amount of payment may be requested from you for this activity.

Right to Correction: If you have any personal data that you think is incorrect, you have the right to request our company to correct it. At the same time, if you have any personal data that you think is incomplete, you have the right to request our company to complete it.

Right to be Forgotten: In certain circumstances, you have the right to request our company to delete your personal data.

Right to Restrict Processing: In certain circumstances, you have the right to request our company to limit the processing of your personal data.

Right to Object to Processing: In certain circumstances, you have the right to object to the processing of your personal data from our company.

Right to Data Portability: In certain cases, you have the right to request our company to transfer your personal data we obtain to another organization or directly to you.

Withdrawing Your Consent: You have the right to withdraw consent at any time without affecting the legality of the processing carried out on the basis of consent before the withdrawal of your explicit consent given to our company.

Right to Complain to a Supervisory Authority: If you believe that we are processing your personal data in violation of the applicable data protection guidelines, you have the right to lodge a complaint with the competent regulatory authority, primarily the relevant supervisory regulatory authority in the Member State of your habitual residence or workplace if you live in the European Union or where you think the data protection breach has occurred.

You may forward your requests related to your rights and requests under article 11 of KVKK regulating the rights of the relevant persons via "Data Controller Application Form" on Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti.'s "<https://www.akinsoft.com>" prepared for your convenience in accordance with the "Communiqué on Application Procedures and Principles for the Data Controller".

Data Controller: Akın Yazılım Bilgisayar İthalat İhracat Sanayi ve Ticaret Ltd. Şti.

Address: Yazır Mah. Ulusal Sok. Akınsoft Plaza No: 103 Selçuklu / Konya

Mail: kvk@akinsoft.com.tr