



**THE LAW NUMBERED 6698 ON THE PROTECTION
OF PERSONAL DATA
3. PARTY CLARIFICATION TEXT**

DOC. NO:
P-KVKK-03

1. PURPOSE

ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ (ALMAXTEX / THE COMPANY) respects the confidentiality of your personal data and acts extremely sensitive to ensure the security of your personal data. Consequently, by virtue of this awareness, ALMAXTEX attaches great importance to the processing of all kinds of personal data of 3rd parties in compliance with the Law Numbered 6698 on the Protection of Personal Data (6698 PPDL) as well as secure use and storage thereof.

This text has been drawn up and prepared by the "Data Controller" of ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ with a view to informing you on our practices pertaining to the collection, processing, transfer, secure storage and destruction of personal data under the 6698 PPDL and other relevant legislation and clarifying any issues you might have regarding your personal data.

2. SCOPE OF APPLICATION

The PPDL Data Controller of ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ intends to;

Inform our customers, prospects, employee candidates, visitors, business partners, stakeholders and other 3rd parties;

That their personal data held in our possession are collected, processed, transferred and securely stored and destroyed in compliance with the provisions of the Constitution of the Republic of Turkey, international conventions to which our country is a party and all other relevant legislations, notably the Law Numbered 6698 on the Protection of Personal Data.

4.1 The Purpose and Legal Basis of Collecting and Processing your Personal Data

Your personal data may be collected and processed through automated or non-automated means, in written, verbal or electronic medium by the individual departments, processes or social media channels of our Company, real or legal persons who collaborate with or who are authorized by our Company or by similar means/channels, without compromising our commitment to quality, by means of communication forms and records, information inquiry forms, social networks, media outlet channels, miscellaneous contracts, mobile applications, electronic mail or application forms for the following purposes and scope;

Pursuant to Articles 4., 5. and 6 of 6698 PPDL, your personal data will be processed subject to the following requirements;

- In compliance with the laws and integrity rules,
- Associated, limited and restrained to the purposes for which they are processed,
- Accurately and up to date,
- For specific, explicit and legitimate purposes,
- For a period of time as stipulated by the relevant legislation or as required by the purpose for which they are processed.

Your personal data may also be processed for the following purposes and related issues;

- ✓ Meeting the expectations and demands of our Customers, Suppliers, Employee Candidates and all relevant 3rd Parties under the services provided to them, getting to know them better with a view to understanding their demands and needs and meeting their demands and needs faster,
- ✓ Supporting your service and payment preferences,
- ✓ Improving and diversifying our services and communication channels, contacting you upon your inquiries for information,
- ✓ Planning and implementing our press and media processes, announcing our activities,
- ✓ Planning and execution of corporate communication activities,
- ✓ Activities/processes to be developed and implemented by our business units that might facilitate submittal of quotations,
- ✓ Meeting purchase demands, determining and approving the terms of the contract,
- ✓ Planning and execution of financial, accounting and logistics activities,
- ✓ Execution of judicial procedures,
- ✓ Planning, auditing and execution of Management System processes, creation and management of information technology infrastructure,
- ✓ Overseeing that social responsibility processes are implemented in compliance with SA8000, conducting audits to this end,
- ✓ Ensuring safe passage through the entrance and exit areas and car park when you visit our Company,
- ✓ Contacting us through our website, announcing or processes and activities,
- ✓ Planning and execution of activities under the sales and marketing processes,
- ✓ Planning and execution of activities and meetings with a view to ensuring that you have a pleasant experience during your visit to our company,

HAZIRLAYAN	ONAYLAYAN	REV. NO.	0
YASAR UZUN	YASAR UZUN	REV. TAR.	26.2.2020
MUHASEBE MÜDÜRÜ	MUHASEBE MÜDÜRÜ	REV. EDEN	YASAR UZUN
YÜRÜRLÜK TARİHİ:	26.2.2020	SAYFA NO : 1/1	

Bu dokümanın güncel sürümü intranet ortamındadır. Lütfen elinizdeki kopyanın güncelliğini kontrol ediniz.



**THE LAW NUMBERED 6698 ON THE PROTECTION
OF PERSONAL DATA
3. PARTY CLARIFICATION TEXT**

DOC. NO:
P-KVKK-03

- ✓ Ensuring the necessary quality follow-up of our services and maintaining quality records and evidence,
- ✓ Maintaining process records for Management Systems, QDMS, ERP, PDKS and other relevant software,
- ✓ Meeting the requirements of the Log Law numbered 5651 within the scope of using our guest internet network, information on the use of the internet and the duration thereof, as provided in the incoming and outgoing logs maintained for the internet service,
- ✓ Assessment of employee candidates during the recruitment process, inquiring information from your reference,
- ✓ Assessment of your application for a job within the scope of ensuring the execution of our Company's human resources policies,
- ✓ Announcement of exhibitions, events, sponsorship, product launches and promotional organizations and post-event dissemination for promotional and advertorial purposes,
- ✓ Meeting the demands and expectations pursuant to the regulations declared by our customers, business partners or public authorities,
- ✓ Monitoring traces of the activities carried out during the period you are active in the system within the scope of the System Security of the Company,
- ✓ Planning, delivering and recording training to be conducted together with 3rd parties under the Academy,
- ✓ Planning and executing events and activities under Social Responsibility.

- Your Name and Surname,
- Your personal information, resume and references that will meet the employment and security requirements within the scope of the Job Application and recruitment processes,
- Your e-mail address, postal address, telephone numbers and other contact information that will allow us to send you information under statutory processes and interorganizational corporate processes,
- Photocopies of identification cards, passports and travel documents within the scope of official processes, events and organizations,
- Your images, voice records, interview data, body size, contact information, identification and passport information, under the scope of organizations,
- Information on association or club memberships (this information will not be requested at the time of job application or any other time, it may be only be provided by you voluntarily),
- Your internet surfing movements on our company's guest internet network under the Log Law 5651 or upon request by any and all public authorities and institutions,
- Your IBAN No., Account No. and other Payment Particulars that you have confided in us based on your service and payment preferences,
- Your personal data under the contract to determine the terms of service purchased,
- Your security camera footage in public areas or critical areas,
- Information on the services you have demanded as well as your expectations,
- History of your official transactions,
- Automatically collected cookies, (Please see our web page for detailed information on our Cookie Policy.)

are collected, processed and recorded in our system and stored securely for the above-mentioned purposes.

Our web site, social media accounts, and all other media and press outlet channels where we provide services and collect your data under the scope of our processes are provided herebelow for your information.

Our Web Site, Social Media Accounts, Media and Press Outlet Channels:

- www.almaxtex.com (www.yesim.com)
- www.onceinsan.com
- www.onceinsan.com.tr
- Önce İnsan Dergisi / Gazetesi (People First Magazine / Newspaper)
- www.facebook.com/YesimTekstil
- www.facebook.com/YesimGlobal
- <http://www.facebook.com/bizimesitdunyamiz>
- www.facebook.com/YesimKres1987
- www.twitter.com/YesimTekstil

HAZIRLAYAN	ONAYLAYAN	REV. NO.	0
YASAR UZUN	YASAR UZUN	REV. TAR.	26.2.2020
MUHASEBE MÜDÜRÜ	MUHASEBE MÜDÜRÜ	REV. EDEN	YASAR UZUN
YÜRÜRLÜK TARİHİ:	26.2.2020	SAYFA NO : 2/1	

Bu dokümanın güncel sürümü intranet ortamındadır. Lütfen elinizdeki kopyanın güncelliğini kontrol ediniz.



**THE LAW NUMBERED 6698 ON THE PROTECTION
OF PERSONAL DATA
3. PARTY CLARIFICATION TEXT**

DOC. NO:
P-KVKK-03

- www.instagram.com/yesim.tekstil
- www.youtube.com/channel/UCf6qsxr6ypRZhe-74I9ieZg?view_as=subscriber
- www.linkedin.com/YesimTekstil
- Other press and media outlet channels

We pay strict attention to make sure that only information that is sufficient to meet your needs or demands is taken from your personal data which were shared by you or collected, processed and disseminated by us.

4.2 Transferring Your Personal Data

Your personal data may be shared with Group companies or other parties including but not limited to, our customers, suppliers, business contacts, performance assistants or subcontractors in compliance with the 6698 PPDL and other relevant legislation in force for the purposes listed hereinabove or they may be transferred at home or abroad as required for the purposes of the services we provide or where required by the relevant legislation, regulatory and supervisory authorities or public authorities.

Furthermore, since the e-mails of our Company are handled through overseas e-mail domains, your personal data are processed through our e-mails, stored under the scope of business processes, automatically transferred abroad and backed-up.

4.3 Safe Storage and Deletion of Personal Data

Our Company stores the personal data it processes for the statutory periods stipulated in the relevant legislation, company procedures and policies. If no time limit is stipulated in the relevant legislation, the personal data is stored for the period required for the personal data to be processed in accordance with the practices of our company and commercial practices depending on the services provided by our company while processing that data and only for statutory periods as required to provide evidence for possible legal disputes thereafter. Upon expiry of the stipulated periods, the personal data are deleted, destroyed or anonymized by means of irreversible methods defined in the procedures and policies of the company.

4.4 Your Rights as a Data Subject

Under Article 11 of the 6698 PPDL you are entitled to;

- Learn whether your personal data are processed or not,
- Request relevant information if your personal data have been processed,
- Learn why your personal data were processed and whether they are used for that intended purpose,
- Learn to whom your personal data were transferred at home or abroad,
- Request rectification of incomplete or inaccurate data, if any,
- Request the deletion or destruction of your personal data subject to the conditions stipulated in the PPDL legislation,
- Request notification of your request for correction of incomplete or inaccurate data and deletion or destruction of your personal data to the third parties to whom your personal data have been transferred,
- Object to any unfavorable consequence against you resulting from processing of the data exclusively by automated means,
- Request compensation of damages arising from the unlawful processing of your personal data.

In order to exercise your above mentioned rights;

- You must deliver your written request to **Karapınar Mahallesi Ankara Yolu Caddesi No: 900 PK.16300 Yıldırım / Bursa / TÜRKİYE** in person or by notarized proxy accompanied by personal identification data and explanations regarding the right you intend to exercise; or
- You must send the original of the **"PPDL Application Form"** bearing the original of your authentic signature or an authentic copy thereof to our registered electronic mail address **"almxtex@hs03.kep.tr"** or to our electronic mail address **kvkk@yesim.com** from your registered electronic mail address, or to
- **ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ** from your electronic mail addresses that have been previously notified to the data controller and registered in his/&her system.

Applications should be made in Turkish or English.

HAZIRLAYAN	ONAYLAYAN	REV. NO.	0
YASAR UZUN	YASAR UZUN	REV. TAR.	26.2.2020
MUHASEBE MÜDÜRÜ	MUHASEBE MÜDÜRÜ	REV. EDEN	YASAR UZUN
YÜRÜRLÜK TARİHİ:	26.2.2020	SAYFA NO : 3/1	

Bu dokümanın güncel sürümü intranet ortamındadır. Lütfen elinizdeki kopyanın güncelliğini kontrol ediniz.



**THE LAW NUMBERED 6698 ON THE PROTECTION
OF PERSONAL DATA
3. PARTY CLARIFICATION TEXT**

DOC. NO:
P-KVKK-03

Please kindly contact our Contact Person Yaşar Muratoğulları through his e-mail address at yasar.muratoğullari@yesim.com or by calling "+90 224 2808600" for detailed information regarding the application or to request a "PPDL Application Form".

The application that contains your explanations regarding the rights you are entitled to as a data subject and intend to exercise;

- ✓ Must clearly describe the subject matter of your request,
- ✓ In case of written application, the data subject's consent must bear the original of his/her authentic signature,
- ✓ The subject of your inquiry must be directly related to you,
- ✓ If you are acting on behalf of someone else, you must be specifically authorized and your authorization should be documented,
- ✓ The application should include the identification particulars and address of the applicant (the residential address, business address or electronic mail address of the applicant that is used for service of process, telephone or facsimile number if applicable)
- ✓ The applicant is required to present identification documents. (Republic of Turkey I.D numbers for citizens of the Republic of Turkey, nationality, passport number / ID number, etc. for foreigners).

Your applications will be finalized as soon as possible and the latest within thirty days depending on the nature of your request. No fees shall be charged up to ten pages if a written response to the application is required. A transaction fee of TL 1.- per page may be charged per page in excess of ten pages. The fees chargeable by ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ for responses given in a recording medium such as CD or flash memory, shall not exceed the cost of such recording medium. The Company hereby reserves the right to demand remuneration from you according to the rate tariff as announced by the Personal Data Protection Board in case any additional cost is incurred under article 13 of the Law.

Data subjects are not entitled to assert and rights under the following circumstances except for the right to claim damages pursuant to Article 28/2 of the 6698 PPD:

- ✓ In cases where personal data processing is required for the prevention of a crime or for conducting a criminal investigation.
- ✓ In cases where personal data processing is carried out on the data that is made public by the data subject himself.
- ✓ In cases where personal data processing is required for supervisory or regulatory duties or disciplinary investigation and prosecution to be carried out by authorized public institutions or organizations or quasi-public professional bodies by the power conferred on them by the law.
- ✓ In cases where personal data processing is required for protection of the economic and financial interests of the State with regard to budgetary, tax-related and financial issues.

4.5 Cases where ALMAXTEX is entitled to Process your Personal Data without your Express Consent under the 6698 PPD

Under the following circumstances, ALMAXTEX is entitled to process your personal data as specified in the foregoing, which have been obtained in compliance with the law, without the need for your express consent, pursuant to the provisions of article 5 of the 6698 PPD:

- ✓ Where expressly provided by the Law,
- ✓ In cases where you are unable to express your consent as the data subject due to physical impossibilities or where your consent is not valid under the law, but it is imperative for your personal data to be processed to protect the life or bodily integrity of yourself or someone else,

HAZIRLAYAN	ONAYLAYAN	REV. NO.	0
YASAR UZUN	YASAR UZUN	REV. TAR.	26.2.2020
MUHASEBE MÜDÜRÜ	MUHASEBE MÜDÜRÜ	REV. EDEN	YASAR UZUN
YÜRÜRLÜK TARİHİ:	26.2.2020	SAYFA NO : 4/1	

Bu dokümanın güncel sürümü intranet ortamındadır. Lütfen elinizdeki kopyanın güncelliğini kontrol ediniz.



**THE LAW NUMBERED 6698 ON THE PROTECTION
OF PERSONAL DATA
3. PARTY CLARIFICATION TEXT**

DOC. NO:
P-KVKK-03

- ✓ In cases where processing of the personal data of the parties to any agreement or contract executed by and between yourself and ALMAXTEX or its related companies or other real and/or legal persons specified in article III is imperative, provided that such data are directly related to the execution or performance of that agreement or contract,
- ✓ In cases where processing of your personal data is imperative for ALMAXTEX to fulfill a legal obligation,
- ✓ In cases where your personal data is made public by yourself,
- ✓ In case where processing of the personal data is imperative for establishing, exercising or protecting a right,
- ✓ In cases where processing of the data is imperative for the legitimate interests of ALMAXTEX without prejudice to your fundamental rights or freedoms.

The relevant legislation in force governing the processing and protecting of personal data shall prevail in the processes under this Clarification Text on the Protection and Processing of Personal Data.

The Data Controller hereby agrees that the legislation currently in force shall prevail in case of any inconsistency between the legislation currently in force and this Clarification Text.

This Clarification Text has entered into force on 30.11.2019. The Personal Data Protection Board will update and announce the date of enforcement of the Clarification Text in case it is reviewed and replaced in part or in whole.

The Clarification Text is published on the web site "www.almaxtex.com" (www.yesim.com) and made available to data subjects. Modifications or updates might be made on the Clarification Text with a view to complying with changing conditions and legislation, which will be made available to data subjects on the respective web page.

ALMAXTEX TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ

Address : Karapınar Mahallesi Ankarayolu Caddesi No: 900 PK.16300 Yıldırım / Bursa
Telephone/Fax : +90 224 280 86 00
E-mail : almaxtex@yesim.com
REM Mail : almaxtex@hs03.kep.tr
Mersis : 0086104588300001
Contact Person : Yaşar Muratoğulları
yasar.muratogullari@yesim.com
+90 224 2808600

HAZIRLAYAN	ONAYLAYAN	REV. NO.	0
YASAR UZUN	YASAR UZUN	REV. TAR.	26.2.2020
MUHASEBE MÜDÜRÜ	MUHASEBE MÜDÜRÜ	REV. EDEN	YASAR UZUN
YÜRÜRLÜK TARİHİ:	26.2.2020	SAYFA NO : 5/1	

Bu dokümanın güncel sürümü intranet ortamındadır. Lütfen elinizdeki kopyanın güncelliğini kontrol ediniz.