

## **PRODUCER INFORMATION TEXT ON PROTECTION OF THE PERSONAL DATA**

With this supplier information form, we issued in the scope of the law on protection of the personal data (the "Law"), no: 6698, as Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi (Öz-Ege Tobacco Industry and Trade Company, "Öz-Ege" and/or "our Company"), we'd like to inform you, our suppliers who are our precious business partners, on for which purpose your personal data is to be processed, the method for collecting your personal data processed and the rights listed in the article 11 of the Law in the frame work of the article 10, titled "the disclosure obligation of the data officer" and the article 11 titled "Rights of the related person" included in the Law.

### **DATA OFFICER**

The subparagraph (a) of the paragraph 1 of the article 10 titled "the disclosure obligation of the data officer" brings the obligation to given information on the identity of the data officer. The data officer is defined as the "real or legal persons who determines the purposes and means of the personal data processing and are in charge of establishing and managing the data recording system".

With respect to the application of the law, our Company, titled Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi, in the address Yedi Eylül Mahallesi Bige Özgener Caddesi No. 4 Torbalı, İzmir, registered with the commercial registry number: 2266 and MERSIS no: 0662011045800014, before the İzmir Commercial Registry Office is the data officer and Orkun Kurşunlu, the Human Resources and Administrative affairs Manager of our Company, was assigned as the Contact Person.

### **THE PURPOSE AND LEGAL CAUSE OF PROCESSING YOUR PERSONAL DATA**

Your personal data is processed for the purposes stated below and in the framework of the legal reasons according to the Law and the secondary legislation under the Law:

In this scope, your personal data such as name-surname, address, the identity and education information related with the family relatives, age, electronic signature, location information (GPS), date of birth, T. R. ID number, residential address, bank account information, mobile phone number, place of birth, names of the father-mother, credit-debit balance, are processed without requesting your clear consent depending on the reasons of clearly anticipated in the law, legal obligation, establishment, usage or protection of a right and legitimate interest, included in the articles 5/2-a, 5/2-ç, 5/2-e, and 5/2-f of the Law in order to monitor the contractual processes and/or legal requests, to manage the relationships with the suppliers, to plan and/or perform the activities for taking security measurements related with the products and services, to plan and/or perform the operational activities necessary for conducting the company activities according to the company procedures and/or related legislation, to plan and/or perform the customer relationships management procedures, to plan and/or perform the activities for ensuring the business monitoring of the employees of the 3<sup>rd</sup> persons which have business relation with our Company, to plan and/or perform the logistics/transportation activities, to plan and/or perform the risk management processes related with the products and/or services provided, to plan and/or perform the activities for ensuring and recording the information or documents and requests requested from the public institutions and/or organizations and to plan and/or perform the customer relationship management processes.

On the other hand, your personal data like photograph, voice record, video record, and title deed photocopy shall be processed with respect to your clear consent with the purposes of planning and/or performing the trainings in/out of the company, planning and/or performing the internal/ external audit, inspection, investigation, and/or control activities, planning and/or performing the management of the relationships with the business partners and/or suppliers and business monitoring of the employees of the 3<sup>rd</sup> persons which have business relation with our Company.

## **TRANSFERRING PERSONAL DATA**

Our company shares your personal data, limited with the purposes and legal reasons stated above, with the agricultural medicine distribution dealers, customers resident in the abroad, 3<sup>rd</sup> person audit companies and laboratories resident in or outside the country, business partners, the Tobacco and Alcohol Regulatory Board, and the other authorized public organizations and institutions, and private authorized persons and organizations, organic certification institutions, SMS sending service providers according to the article 8 and 9 of the Law.

## **THE METHOD AND LEGAL REASON FOR COLLECTING YOUR PERSONAL DATA**

Your personal data is collected in written, verbally, in printed and electronic environment according to the current legislation by our Company. Your personal data are collected for various legal reasons on which the activities we performed in order to conduct our commercial activities and ensure the continuity of our Company depend. These legal reasons are arisen from various tax laws, trade law, customs legislation and the legislation arrangements related with the tobacco and tobacco products to which our company is subjected.

## **RIGHTS OF THE OWNER OF THE PERSONAL DATA**

The rights owned by the real persons, the personal data of who is processed, according to the article 11 of the Law are:

- a) Knowing whether the personal data is processed or not,
- b) If the personal data is processed, requesting information on this,
- c) Knowing the purpose of processing the personal data and whether these are used according to the purpose or not,
- d) Knowing the third persons to whom the personal data is transferred in or outside the country,
- e) In case that the personal data was processed wrong or insufficiently, requesting that these are corrected and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred.
- f) In case that the reasons requiring processing disappear, even though they are processed according to the provisions of the Law on Processing Personal Data ("KVKK") and the other related laws, requesting that the personal data is deleted or destroyed and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred.
- g) Objecting that a cause detrimental to the person himself emerges by analyzing the processed data especially by means of automatic systems.
- h) In case that damages are incurred because the personal data was processed on the contrary to the law, requesting that the damages are compensated.

In case that you, as the owner of the data, convey your requests related with your rights, listed above personally, by ensuring that your identity is verified in the address Yedi Eylül Mah. Bige Özgener Cad. No:4 Torbalı, Izmir or to the mail address: ozegetutun@hs01.kep.tr, the KEP address of our Company, from your personal KEP address or through notary according to the application methods anticipated in the Communiqué on the Methods and Principles on Applying to the Data officer, your request shall be concluded for free as soon as possible and within at most thirty (30) days depending on the nature of your request. However, the procedure requires separate costs, the fee in the tariff determined by the Personal Data Protection Board may be

requested. The personal data processed according to the purposes stated above are current and correct and I was informed on the methods, purposes and legal purposes related with the processing and transferring my personal data and the rights I have by Öz-Ege.

Name-Surname :

Date :

Signature :

### **APPROVAL TEXT RELATED WITH PERSONAL DATA PROCESSING**

I acknowledge and approve that

- My personal data, I have shared with your Company, Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi, such as photograph, voice recording, video recording, and title deed photocopy is processed with the purposes of planning and/or performing the trainings in/out of the company, planning and/or performing the internal/ external audit, inspection, investigation, and/or control activities, planning and/or performing the management of the relationships with the business partners and/or suppliers and business monitoring of the employees of the 3<sup>rd</sup> persons which have business relation with our Company and
- My personal data such as residential address, name-surname, T. R. ID number, mobile phone number, signature, electronic signature, date of birth, place of birth, is transferred to the agricultural medicine distribution dealers, customers resident in the abroad, 3<sup>rd</sup> person audit companies and laboratories resident in or outside the country, organic certification institutions, SMS sending service providers.

Name-Surname :

Date :

Signature :