

Compliance Document

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ONLINE VISITOR DISCLOSURE TEXT ABOUT PERSONAL DATA PROCESSING

Data Controller: Jowat Atasoy Yapıştırıcı Ürünler Ticaret Anonim Şirketi

Address: Küçükbakkalköy Mahallesi Sinemacılar Sok. DS Plaza No:7/1 Ataşehir/Istanbul

This Disclosure Text is prepared by Jowat as a data controller in order to inform you our valuable online visitors about your personal data processed by us pursuant to Personal Data Protection Act No 6698 (hereafter, referred as "**PDPA**") and applicable legislation.

1. Scope of Your Personal Data Processed and Processing

Personal data is any data that identifies or makes you personally identifiable. For instance, your name surname, phone number or bank account numbers are each a personal data. Processing of your personal data refers to any processing such as collection, modification, recording, storage, erasure, disclosure, transfer, etc. performed on your personal data.

Please find below the personal data processed by us:

- Your Identity Data**

Your Personal Data Processed	Purposes of Processing Your Data	Legal Reason of Our Data Processing Activities
<ul style="list-style-type: none"> Name Surname 	<ul style="list-style-type: none"> Manage customer relations management processes, Manage product/service marketing processes, Manage product/service sales processes 	<ul style="list-style-type: none"> processing of your personal as a party to the contract is necessary provided that it is directly relevant to the conclusion or performance of that contract.

- Your Contact Details**

Your Personal Data Processed	Purposes of Processing Your Data	Legal Reason of Our Data Processing Activities
<ul style="list-style-type: none"> E-mail address Phone number Address details 	<ul style="list-style-type: none"> Manage customer relations management processes, Manage product/service marketing processes, Carry out the communication activities Manage product/service sales processes 	<ul style="list-style-type: none"> processing of your personal as a party to the contract is necessary provided that it is directly relevant to the conclusion or performance of that contract.

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• Employment Details

Your Personal Data Processed	Purposes of Processing Your Data	Legal Reason of Our Data Processing Activities
<ul style="list-style-type: none"> Workplace details Title 	<ul style="list-style-type: none"> Manage customer relations management processes, Manage product/service marketing processes, Manage product/service sales processes 	<ul style="list-style-type: none"> processing of your personal as a party to the contract is necessary provided that it is directly relevant to the conclusion or performance of that contract.

• Security of Data Processing

Your Personal Data Processed	Purposes of Processing Your Data	Legal Reason of Our Data Processing Activities
<ul style="list-style-type: none"> IP Address Website access details (enter/exit) 	<ul style="list-style-type: none"> Manage information security processes Maintain security of data controller operations Carry out / audit the business activities 	<ul style="list-style-type: none"> Fulfill legal obligations it is clearly prescribed by the laws

• Marketing Details

Your Personal Data Processed	Purposes of Processing Your Data	Legal Reason of Our Data Processing Activities
<ul style="list-style-type: none"> Web site cookies 	<ul style="list-style-type: none"> Manage information security processes Maintain security of data controller operations Carry out / audit the business activities Carry out marketing and analysis activities 	<ul style="list-style-type: none"> Data processing is mandatory for the legitimate interests of the controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject. Fulfill legal obligations it is clearly prescribed by the laws

2. Retention Period of Your Personal Data

Your personal data shall be retained for periods as required by the legislation or the purposes of the processing. Your personal data will be erased, destructed or anonymized ex-officio when legal reasons requiring data processing cease to exist or with your specific request.

3. Your Rights Related With Your Personal Data

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Data subject refers to the natural persons whose personal data has been processed. As data subject, you our valuable online visitors have following rights with respect to your personal data processed pursuant to PDPA.

- learn if your personal data is processed or not,
- if your personal data has been processed, to request relevant information,
- learn about the purpose of processing of your personal data, whether they are used in line with intended purpose,
- learn about third parties, foreign or local, to which your personal data is transferred,
- request correction in case of missing or inaccurate processing,
- to request your personal data erased or destroyed under the conditions as prescribed under applicable legislation,
- to request us to notify third parties to which personal data has been transferred any correction made to missing or inaccurate personal data, or erasure or destruction of your personal data as performed upon your request,
- to lodge an appeal against any results against your interests arisen due to the analysis of processed data via exclusively automated systems,
- to claim any damages be compensated if you incur damages as a result of illegal processing of your personal data

4. The Methods You Should Follow To Use Your Rights

You can deliver your applications and requests relating to your personal data to Jowat Atasoy Yapıştırıcı Ürünler Ticaret Anonim Şirketi via Data Subject Application Form;

- by sending a wet signed copy of the form along with copy of your ID document to the address of Küçükbakkalköy Mahallesi Sinemacılar Sok. DS Plaza No:7/1 Ataşehir/İstanbul,
- by sending the form signed with secure electronic signature or mobile signature to kvkk@jowat.com.tr
- by sending the form signed with secure electronic signature or mobile signature through registered electronic mail (KEP) to jowat.atasoy@hs03.kep.tr
- by personally appearing with a valid ID document at the address of Küçükbakkalköy Mahallesi Sinemacılar Sok. DS Plaza No:7/1 Ataşehir/İstanbul.

Pursuant to the legal requirements relating to principles and procedures of application to data controllers, you, as a data subject, are required to provide in your application your name and surname, your signature if it is submitted physically, your Turkish ID if you are a citizen of Republic of Turkey, your nationality and passport (if any ID) number if you are a foreigner, your notification address or company address, your e-mail address and fax number for notification purposes, and a detailed explanation of the request. In addition, you are required to submit proofs of your ID as well as other information and documents relating to your request along with your application.

To process your request in the most effective way, you should specify clearly and exactly the right you want to use and the activity you requested to be carried out.

Importantly, the request must directly be related to applicant himself/herself. If you are applying on behalf of another person, applicant must have and act in reliance upon a document that specifically authorize him/her to make such application (i.e. a power of attorney). Without such authorization, no applications will be accepted for further consideration.

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5. Evaluation of your Application

We will evaluate and answer your applications in the shortest time possible but in any case no later than 30 days after receipt of your application by our company.

I read, understood the Online Visitor Disclosure Text and give my consent to processing of my personal data for said purposes.