



DISCLOSURE TO THE PROTECTION AND PROCESSING OF PERSONAL DATA

As **Aunde Teknik**, being one of the significant manufacturers of fabrics and car seat covers in the global automotive industry inland and abroad, we pay the highest attention for the confidentiality and security of your personal data. In this context and acting as a data controller by taking all technical and administrative measures, we process your personal data first in accordance with The Turkish Constitution, the international conventions which the Republic of Turkey is a party of, and the **Law Number 6698 relating to the Protection of Personal Data (hereafter referred to as “KVKK”)** and within the frame of all other legislations concerning the protection of personal data.

Following data shall be collected by us via our web site www.aundeteknik.com;

- **Contact Tab:** if you want to contact us through the contact tab, your name, surname, e-mail address and content of your contact, whereas
- **Human Resources Tab:** Any personal data you provide by filling in the job application form,

Shall be collected and processed according to the following principles as stated in **KVKK**;

- Compliance with the Law and good faith rules,
- Accurate and, where necessary, kept up to date,
- Specified, explicit and legitimate purposes, ,
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- Kept in a form which proposed by the relevant legislation or no longer than necessary for the purposes which the personal data are processed;

As Aunde Teknik and for the purposes following;

- Conducting our Human Resources Policy and Business Processes,
- Ensuring feedback to your questions, suggestions, claims and requests related to our services and operations,
- Providing necessary information in accordance with requests and audits from regulatory and supervisory bodies and the public authorities,
- Fulfillment of legal obligations stated and obliged by legal acts.

We process your personal data in accordance with the following principles as stated in Article 5 and 6 of the KVKK; whereas

- Explicitly proposed in the related legal acts.,
- As it shall be directly related to the performance of an agreement, it shall be required processing the personal data of the parties,
- It shall be necessary for the purpose of **AundE Teknik**'s fulfillment of a legal obligation,
- It shall be necessary for **AundE Teknik** to process the personal data for its legal interests provided that such process shall not harm the corresponding person's fundamental rights and freedoms,
- Obtaining explicit consent of the data subject if needed,

Your personal data may be transferred by us to the following persons and/or institutions in accordance with processing of the personal data conditions and purposes as stated in Article 8 and 9 of the **KVKK**;

- Business partners, supplier companies and other natural people or legal entities which we collaborate with, for the purpose of introducing and promoting our services and operations/activities,
- Our group companies for the purpose of ensuring the **AundE Teknik**'s commercial and business strategies shall be determined and executed and the human resources policies shall be conducted,
- Lawyers, auditors, tax consultants and other third parties which provide consulting and services with us,
- Attorneys and representatives which have been authorized by you,
- Regulatory and supervisory bodies and other public authorities such as courts and execution offices, and other public institutions and organizations which are entitled to request your personal data.

In respect with your personal data, you are entitled to;

- a) To learn whether your personal data is processed,
- b) To request information if your personal data is processed,
- c) To request information about the purpose of processing of your personal data and whether it is used according to the specified purpose,
- ç) To know the third parties inland and abroad, to whom your personal data have been transferred,
- d) To request rectifications if your personal data have been processed incompletely or incorrectly,
- e) To request the erasure or destruction of your personal data within the conditions stated in Article 7 of the **KVKK**,
- f) To request the notification of the processes made according to paragraphs (d) and (e), the third parties which the personal data has been transferred to,

- g) To raise objection against any result which may against you and which have been achieved by processing your personal data with exclusively automatic systems,
- h) To request remedy of your loss if you have been exposed to any loss due to the unlawful processing of your personal data.

Your requests related to your rights as the owner of personal data;

You can submit any requests relating to your personal data by certified mail with return receipt or in person or in written through a notary public or registered electronic mail (KEP) address, safe electronic signature, mobile signature or, your electronic mail address if you have notified such address to us previously and which is saved in our system. Your requests will be concluded free of charge within latest thirty days upon arrival of your requests by any of the aforementioned methods.

As stated in the “*Communique related to the Procedures and Principles of Applications to the Data Controller*” issued by the Personal Data Protection Administration in the Official Gazette issue number 30356 dated March 10, 2018, your requests taking place in your application shall be replied free of charge however if your application is replied in written, 1 TL for each page exceeding the first ten pages may be requested whereas for replies given in media such as CD, flash drive, a fee which shall not exceed the cost of the media may be requested. If your application is based on our fault, the fees shall be returned to you.

Your application shall be replied in accordance with the provisions stipulated in the **KVKK** whereas **AundE Teknik** may request from you some verifying information in order to confirm that the applier is the true and right person.

As AundE Teknik, we would like to remind you that there are links to other sites within the [Aundeteknik.com](https://aundeteknik.com) website, that the confidentiality principles of **AundE Teknik** shall be applicable in the [Aundeteknik.com](https://aundeteknik.com) platform only and that we assume no responsibility in respect with other websites.