

## **ALI PAŞA TEXTILE, TOURISM INDUSTRIAL AND COMMERCIAL LTD. CO.**

### **THE PERSONAL DATA PROTECTION BOARD PERSONAL DATA STORAGE AND DESTRUCTION POLICY**

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This data storage and destruction policy has been prepared by Ali Paşa Textile, Tourism Industrial and Commercial Ltd. Co. (Ali Paşa), in its capacity as a Data Controller to perform its duties pursuant to Law on Personal Data Protection No.6698 and, as a secondary legislation, Regulation on Deletion, Destruction and Anonymizing of Personal Data and inform data subjects about essentials of determination of maximum storage times, which are necessary for processing purposes of your personal data, and deletion, destruction and anonymizing processes.

#### **Definitions**

**Explicit consent:** freely given, specific and informed consent,

**Relevant user:** person who is responsible for technically storing, protecting and backing up data or person who processes personal data within the body of data controller organization or in line with authority and instruction given to it.

**Destruction:** Deletion, destruction or anonymizing of personal data

**Recording environment:** any environment where personal data exist which is processed fully or partially through automatic means or provided that the process is a part of any data registry system, through non-automatic means,

**Processing of personal data:** any operation performed upon personal data such as collection, recording, storage, retention, alteration, re-organization, disclosure, transferring, taking over, making retrievable, classification or preventing the use thereof, fully or partially through automatic means or provided that the process is a part of any data registry system, through non-automatic means,

**Anonymizing:** rendering personal data impossible to link with an identified or identifiable natural person, even through matching them with other data

**Deletion of personal data:** Deletion of personal data, making personal data inaccessible and not re-usable for relevant users.

**Destruction of personal data:** The process of making personal data inaccessible, not restorable and not re-usable by anybody

**The Board:** The Personal Data Protection Board

**Periodic destruction:** In the event that all of personal data processing circumstances disappear, the process of deletion, destruction and anonymizing which is specified in Destruction Policy and conducted automatically at repeated intervals.

**Data subject:** the natural person, whose personal data is processed.

## Principles

We take into consideration these principles regarding storage and destruction of personal data.

- We comply with fully the Law and relevant legislation provisions regarding deletion, destruction and anonymizing personal data
- We record all processes regarding deletion, destruction and anonymizing personal data and store these records along with 3 (three) years, excluding storage times required by other legal obligations.
- Unless otherwise decided by the Board, we chose, at our sole discretion, an appropriate, deletion, destruction or anonymizing method. But, upon the request of relevant person, we will choose an appropriate method, giving the reason why we choose this method.
- If all circumstances set forth in Articles 5 and 6 of the Law disappear, we delete, destroy or anonymize personal data at our sole discretion or upon relevant person's request. If relevant person applies to our company;
  - We conclude submitted request within 30 (thirty) days at the latest.

- In the event that requested data has been transferred to third parties, we inform third parties about the situation and procure necessary transactions with third parties.

### **Statement on reasons which require storage and destruction**

Personal data of data subject are stored within the limits required by the Law and other relevant legislation in particular to ii) maintain commercial activities, iii) perform legal obligations and c) plan employees' rights and ancillary rights

Reasons for storing are as follows:

- Storing for the reason that personal data is directly and indirectly related to conclusion and performance of agreements.
- Storing personal data on the purpose of constituting or protecting a right.
- It is necessary to store personal data for lawful interest of the Company provided that this does not harm fundamental rights and obligations of persons.
- Storing personal data on the purpose of performing a legal obligation,
- If it is explicitly stipulated in legislation.
- Existence of explicit consent of data subject with regard to storing activities which requires getting explicit consent

As per the Regulation, under the circumstances below, personal data of data subject are deleted, destroyed or anonymized at our sole discretion or upon request:

- If it is necessary because of amendment or cancelation of legislation provisions which stipulate processing or storing personal data,
- Disappearance of the purpose which requires processing or storing personal data,
- Disappearance of the circumstances in Articles 5 and 6 of the Law, which require processing personal data,

- When personal data are processed with an explicit consent, withdrawal of consent by the relevant person,
- The fact that data controller accepts relevant person's applications as to deletion, destruction and anonymizing of personal data as part of rights in Article 11 of the Law,
- In cases where data controller refuses relevant person's applications as to deletion, destruction and anonymizing of personal data, give an unsatisfactory answer, or does not answer within specified time, complaining these situations to the Board; the Board finds these complaints justifiable.
- Although the required maximum period for storing personal data expires, existence of circumstances which will justify storing personal data longer than this time.

### **Storing and Destruction Times**

The following criteria are applied for determining storage and destruction times of personal data which are obtained in accordance with the Law and other relevant legislation provisions;

- if time as to storing particular personal data is provided by legislation, upon expiry of said time, the process is followed as below.
- If the time as to storing personal data provided by legislation expires or no time as to storing personal data is provided, these apply, respectively;
  - Personal data is classified as personal data and personal data of special nature based on the definition set forth in Article 6 of the Law. Data determined as personal data of special nature is destroyed. The method which will be applied in destroying said data is determined according to importance of data nature and of their storage for company.
  - The conformity of storing personal data with the principles set out Article 4 of the Law, e.g. if company has a lawful purpose for storing personal data, is tested. Those personal data which are determined to violate the principles set out in Article 4 is deleted, destroyed or anonymized.

- It is considered that data storage may fall into which exception/exceptions set out in Articles 5 and 6 of the Law. According to determined exception, reasonable times during which personal data has to be stored are determined. When said times expire, personal data is deleted, destroyed or anonymized.

You can reach storage, destruction and anonymizing times specified by the Company in the Appendix of this Policy. Personal data of which storage time expires, according to destruction times shown in the Appendix of this Policy, is anonymized or destroyed according to procedures specified in this Policy in 6 - month periods. All processes related to deletion, destruction and anonymizing of personal data are recorded, and the records are stored along with 3(three) years, excluding times required by other legal obligations.

### **Procedures, Technical and Administrative Measures as to Personal Data Storage**

We process personal data if it is required by performance of required obligations of our company on employment, when processing data is necessary for constituting a right, your exploitation of customer services, consumer rights and other facilities, providing our company's security, performance of commercial, financial and /or legal responsibilities and obligations related to these. Additionally, all data stored as digital copy is recorded on Company's server.

All administrative and technical measures taken by the Company under the principles set forth in Article 12 of the Law on the purpose of storing your personal data securely, preventing their illegal processing and access and destroying them legally are summed up below:

#### **Administrative Measures**

- In-company access to stored personal data is limited to employees whose access is necessary according to their job description. Whether or not data is data of special nature and its importance is taken into consideration in restricting access.
- If processed personal data is obtained illegally by third parties, the Company notify this situation immediately to relevant person and the Board.

- With regard to sharing personal data, the Company concludes a framework contract on protection on personal data and data security with the person with whom it shares personal data or provides security with provisions included into an available agreement.
- The Company employs knowledgeable and experienced staff on personal data processing and trains its staff on the subjects required by data security and relevant legislation.
- The Company conducts or has them conduct necessary inspections to apply legal provisions within the body of its legal personality. It eliminates deficiencies about privacy and security, found by inspections.
- The Company provides adequate safety measures against situations such as electrical leakage, fire, flood, theft, which are necessary for environments where personal data is stored.

### **Technical measures**

The Company

- conducts internal controls required by installed systems.
- executes information technologies risk evaluation and business effect analysis realization processes, required by installed systems.
- establishes technical infrastructure and form related matrices which will prevent or observe leakage of personal data to third parties.
- ,by purchasing leakage test service, regularly or if necessary, conduct controlling of system deficiencies.
- keep under control personal data access powers of employees who work in information technologies department.
- destroys personal data in a way that they will not be restored and have no audit trail.
- ,as per Article 12 of the Law, protects all digital environments where personal data are stored according to information security requirements, with encrypted or cryptographic methods.

- ensures secure logging of process records of activities carried out on personal data of special nature.
- has security tests conduct regularly, following constantly security updates of environments where personal data is stored.
- has security tests of software conduct regularly by arranging user authorizations in cases where personal data of specific nature is accessed by means of particular software.
- in case where distance access to personal data of special nature is required, provides minimal two-stage identity verification system.
- In cases where personal data of special nature is transferred,
  - If data has to be transferred with email, transfers it with a corporate email address or registered electronic mail in an encrypted form.
  - if data has to be transferred with environments such as flash memory, VCD, DVD, encrypts them with cryptographic methods.
  - if there will be transfer inter servers in different environments, makes the transfer inter services by installing VPN or with FTP method.
  - If data has to be transferred to physical environment on paper, ensures them to be sent in 'classified documents' format.

### **Duties and Powers of Personal Data Protection Committee**

Personal Data Protection Committee is responsible for announcing the Policy to related business units and for monitoring if requirements of the Policy are followed or not. Personal Data Protection Committee makes required announcements and notifications so that business units can follow amendments, and update business processes if necessary, related to personal data protection legislation, Board's decisions related to regulatory transactions, court decisions or other issues such as change on processes, applications and systems, which has to be followed by business units, and follow and announce relevant units the Law and secondary legislation, Board's decisions, court decisions and other authorities decisions, and/or claim considering, following and concluding processes.

## **Bringing the Policy into Force, Violation Situations and Sanctions**

- This Policy shall be announced to all employees and come into force, and commencing from its enforcement time, it will be binding for all business units, consultants, external service providers and anyone who processes personal data.
- Supervisors will be responsible for monitoring if their subordinates fulfill requirements of the Policy or not. If any behavior violating the Policy is found out, this matter is promptly notified to upper supervisors by the supervisor of the relevant employee.
- If the extent of violation is significant, top supervisor will promptly inform this to Personal Data Protections Board.
- Required administrative action will be taken against the employee who violates this Policy, after an evaluation by Human Resources Department.

## **APPENDIX-1 The Table Demonstrating Storage and Destructions Times**

Personal Data, taking into consideration matters set forth in Article 4 of the Policy, will be stored along with times specified in the table below and, at the end of these times, they are destroyed or anonymized.

<b>Process</b>	<b>Storage Time</b>	<b>Destruction Time</b>
Data stored under Law on Labor (e.g. performance records etc.)	5 years upon termination of employment relation	Within 180 days upon expiry of storage time
Data stored under legislation on occupational health safety (health report etc.)	15 years upon termination of employment relation	Within 180 days upon expiry of storage time



Data stored under legislation on social security	10 years upon termination of employment relation	Within 180 days upon expiry of storage time
Documents that can be used for a claim in relation to occupational accident/ occupational disease	10 years upon termination of employment relation	Within 180 days upon expiry of storage time
Data stored under other legislation	Time specified in related legislation	Within 180 days upon expiry of storage time
If relevant personal data has been subject a crime under Turkish Criminal Law or any other legislation providing for punitive provisions	As long as time bar of action	Within 180 days upon expiry of storage time
Customer Data	10 year upon their record	Within 180 days upon expiry of storage time

If the purpose of processing personal data is still effective, if storage time provided for a relevant personal data pursuant to relevant legislation is longer than times specified in the table, and if time bar of action for relevant subject requires more storage time than times in the table, times in the table may not apply. In this case, the time applies whichever, time bar in specific legislation or time bar of action, expires later.

#### **POLICY UPDATING PERIOD**

The policy is reviewed whenever it is necessary, and required sections are updated.

#### **ENFORCEMENT OF THE POLICY, ABOLISMENT OF THE POLICY**

The policy is deem to have come into force upon its publishing on the website of the Company. If the Policy is decided to be abolished, previous original signed copies

will be cancelled and signed by the Company (with a cancelation stamp or by writing 'cancelled'), and stored along with 5 years.

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