

**ACCOMAR MARINE INTERIOR AS**  
**ENLIGHTENMENT STATEMENT ON THE PROCESSING OF PERSONAL**  
**DATA**

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Article 10 of the Law No. 6698 on the Protection of Personal Data ("KVKK"), published in the Official Gazette dated 7 April 2016 and numbered 29677, which aims to protect the fundamental rights and freedoms of individuals, especially the privacy of private life, in the processing of personal data. We would like to inform you about your personal data processed by our Company, Accomar İç Architecture AS ("Accomar" or "Company"), with this Clarification Text, pursuant to the Communiqué on the Procedures and Principles to be Complied with in Fulfilling the Obligation of Lighting published in the Official Gazette dated March 10, 2018 and numbered 30356.

**IDENTITY OF THE DATA SUBJECT**

Accomar has the title of "Data Controller" for the personal data obtained from you in accordance with the KVKK and related regulations; You can reach us via the contact information given below.

**Head Office Address** : Fatih Mh. Fevzi Çakmak Cd. No:9/1-1  
Tavşanlı/Altınova Yalova/TURKEY

**Telephone** : +90 226 450 00 00

**Fax** : ...

**Web Address** : [www.accomar.com.tr](http://www.accomar.com.tr)

**E-mail Address** : [kisiselveri@accomar.com.tr](mailto:kisiselveri@accomar.com.tr)

**PROCESSED PERSONAL DATA**

The following personal data are processed within the scope of your relationship with Accomar;

- (i) Your Identity Information: name, surname, place of birth, date of birth, age, photo, identity and identity number, passport information,
- (ii) Your Contact Information: workplace address, home address, e-mail, telephone, mobile phone, residence, address registration system records,
- (iii) Your Information on Family Status: marital status, number of children, data on spouse and children (Family Status Statement),
- (iv) Your Education, Work and Professional Life Data: employment history, employer name, graduated school, professional competencies, background information,
- (v) Your Sensitive Data: data on health, criminal convictions and security measures,
- (vi) Your Bank Account Data: bank account data and IBAN information;
- (vii) Your data that make up the content of the personnel file: any survey, report, information on work, training or interview related to performance and career development, information on any fringe benefits or benefits to be offered to employees, and other similar ones.

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- viii) Data Regarding the Security of Our Company Campus: Entry and exit to the company buildings camera recordings,
- ix) Your Cyber-Security-Related Data. Usernames, passwords, audit trails, IP address, website access logs and cyber security related data including logs,

**PURPOSE OF PROCESSING PERSONAL DATA**

Your personal data obtained within the scope of your relationship with Accomar is processed for the purposes listed below.

- Creation and storage of the personnel file during the establishment, performance and termination of your employment contract,
- Legal arising from the employment contract and the legislation to which our company is subject, fulfillment of obligations,
- Ensuring business continuity and planning and executing business activities,
- Planning, execution and reporting of human resources processes
- Planning and execution of financial and social rights,
- Benefiting from the campaign advantages offered by the contracted companies, and making premium payments as a result of participation in the campaign,
- Creation and management of information security infrastructure,
- Planning and executing the access authorizations of the employees, keeping logs of their entrance and exit to the places they have access,
- Camera recording in designated areas in order to ensure the safety of the Company,
- Follow-up of cases to which the company is a party, responding to requests from judicial and administrative authorities, sending notices and warnings, issuing a power of attorney on behalf of the employee, if necessary,
- Preparation of necessary documents in accordance with the decisions of the General Assembly and the Board of Directors,
- Determination of working hours and disability, disability status,
- Planning and evaluation of training activities,
- Participating in events such as conferences, seminars, invitations, award ceremonies, promotions,
- Photo and video shooting in social activities,
- The use of photos and videos on the Company website, documents, the Company's social media accounts and other company events,
- Planning domestic or international travel and accommodation, conducting visa and passport application processes,
- Making insurance Supplementary and Private Health Insurance, Personal Accident Insurance and Liability
- Performing disciplinary and investigation procedures in accordance with legal regulations and internal company procedures,

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- Financial reporting and accounting controls,
- Realization of compulsory private pension transactions,
- Taking workplace health and safety measures, making entry-return examinations, periodic examinations, disease examinations and pregnancy follow-up examinations by the workplace physician, ,
- Sending congratulatory/condolence or get well soon messages in case of birth, death, marriage, serious illness and surgery to employees and their family members,
- Counseling and support activities,

In addition to these;

- Evaluating the application processes, executing the recruitment processes and measuring your suitability for the position you are applying for,
- Sending job application form and job interview invitations,
- Conducting business negotiations,
- Conducting interviews for job suitability assessment,
- Contacting the references sent to our company and performing the relevant reference checks, to be made
- If your application is not evaluated positively, there will be a suitable opportunity for you to be Opened in the future be contacted in order to be evaluated for positions,

### **COOKIE POLICY**

Our Website may use cookies. A cookie is a small file that asks permission to be placed on your computer's hard drive. When you accept, the file is added and the cookie helps analyze internet traffic or notifies you when you visit a particular site. You can choose to accept or reject cookies. Most internet browsers automatically accept cookies, but you can usually change your browser settings to refuse cookies, depending on your preference. This may prevent you from taking full advantage of the website.

By law, we cannot place cookies on your computer without your consent, unless it is strictly necessary for the operation of the service we offer on the website.

We use Google Analytics to monitor how our Website is used in order to make improvements. Our use of Google Analytics requires us to transmit your IP address to Google (but does not provide any other information) – Google uses this information to compile site usage reports for us, but Google may also share this information with other Google services. In particular, Google may use the collected data to contextualize and personalize its own ad network's ads. For related information:

\* Google's privacy policy (<https://policies.google.com/privacy>)

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How Google uses this information : (<https://policies.google.com/technologies/partner-sites>)

If you have any questions about the cookies we use and would like more information, Please contact [info@accomar.com.tr](mailto:info@accomar.com.tr).

However, our Website also contains links to other third-party internet pages that are not affiliated with or controlled by Accomar in any way for your convenience. Therefore, Accomar does not make any representations about the personal data policies, privacy statements and terms of use applicable to such other third-party websites, and also does not make any representations about the information, data, text, software, music, sound, photo, graphic, video, message or content contained therein. does not provide any control or guarantee as to the accuracy, authenticity, completeness or quality of other available materials. Neither inclusivity nor exclusivity imply endorsement or tacit approval by Accomar of such third party websites or their providers or any information contained therein.

#### **TRANSFER OF PROCESSED PERSONAL DATA**

Your personal data, within the scope of the provisions of KVKK regarding the transfer of personal data and its transfer abroad, for the purposes set forth in article 3 of this Clarification Text; Official institutions and organizations in the country, law enforcement, courts and enforcement offices, third-party real and legal persons, service providers and their officials, business partners, banks, shareholders of our Company, our subsidiaries can be shared. and our affiliates, suppliers

#### **METHODS OF COLLECTING PERSONAL DATA AND LEGAL REASONS**

Accomar collects your personal data from you, third parties and legal authorities during the establishment of your business relationship with our Company, via internet, telephone, e-mail and physical, written, verbal and electronic media, for the purposes and services mentioned above: It is collected for the purpose of being given within the framework stipulated in the provisions of Articles 5, 6 and 8 of the Written Law.

- Having your explicit consent,
- It is clearly stipulated in the legislation to which our company is subject, including the Labor Law, the Occupational Health and Safety Law, the Social Insurances General Health Insurance Law, and the Insurance Law, the Tax Procedure Law, and the Turkish Commercial Code,
- Provided that it is directly related to the establishment or performance of a contract, it is necessary to process the personal data of the parties to the contract, to be able to offer the requested products and services and to fulfill the requirements of the contracts you have concluded,

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- It is compulsory for the fulfillment of the legal obligation, It has been made public by the person concerned,
- Data processing is mandatory for the establishment, exercise or protection of a right,
- Data processing is mandatory for the legitimate interests of the Data Controller, provided that it does not harm the fundamental rights and freedoms of the data subject.

Your sensitive personal data is collected, stored and processed based on the following legal compliance reasons:

- Having your explicit consent,
- Personal data other than health, without seeking explicit consent in cases stipulated by law,
- Personal data related to health, on the other hand, only for the purpose of protecting public health, performing preventive medicine, medical diagnosis, treatment and care services, planning and managing health services and their financing, without seeking the explicit consent of the person concerned, or by authorized institutions and organizations who are under the obligation to keep secrets.

**RIGHTS OF THE RELATED PERSON whose PERSONAL DATA IS PROCESSED**

Provisions of Article 11 of KVKK ;You have the following rights in relation to your personal data.

- Learning whether personal data is processed or not,
- If personal data has been processed, requesting information about it,
- Learning the purpose of processing personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred at home or abroad,
- In case of incomplete or incorrect processing of personal data  
To ask for them to be fixed.
- Requesting the deletion or destruction of personal data,
- In case of correction, deletion or destruction of personal data, requesting these transactions to be notified to third parties to whom personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- To request the compensation of the damage in case of loss due to the processing of personal data in violation of the legislation.
- **IF YOU WANT TO CONTACT US FOR YOUR RIGHTS AND REQUESTS**  
Within the scope of the above-mentioned rights, you can personally send your requests to our address above, by filling in the Article 11 of the KVKK and the Application Procedures and Principles of the

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Data Controller or the Application Form on Data, send them via a notary public or send your registered e-mail (KEP) address. by using [accomar@hs01.kep.tr](mailto:accomar@hs01.kep.tr) With a petition pursuant to the Communiqué on“Personal” on the website [www.accomar.com.tr](http://www.accomar.com.tr) to accomar

Personal applications to be made within this scope will be accepted following the identity verification to be made by us; Your requests will be finalized as soon as possible and within 30 days at the latest, depending on their nature. If the application is answered in writing, no fee will be charged for up to 10 pages; For each page over 10 pages, a transaction fee of 1 Turkish Lira, which is stated in article 7 of the Communiqué on Application Procedures and Principles to the Data Controller, may be charged. If the response to the application is given in a recording medium such as CD or flash memory, a fee may be charged in the amount of the cost of the recording medium.