

## CLARIFICATION TEXT ON THE PROCESSING OF PERSONAL DATA

As Data Controller, **REDMADROBOT MIDDLE EAST BILGISAYAR DANIŞMANLIK VE TİCARET ANONİM ŞİRKETİ ("Company")**, we show maximum sensitivity in the protection of your personal data. Pursuant to Law on Protection of Personal Data No. 6698 ("LPPD"), this clarification text is prepared to inform:

- ☐ Our Employee Candidates,
- ☐ Our Trainee Candidates,
- ☐ Our employees,
- ☐ Our visitors,
- ☐ Our Online Visitors,
- ☐ Shareholder(s),
- ☐ Members of the Board of Directors,
- ☐ Our customers,
- ☐ Our Potential Customers,

### What Personal Data is Processed?

**Identity:** It refers to Name, Surname, Date of Birth, Turkish Identity Number/Foreign Identity Number, Driving License Type.

**Contact:** It refers to electronic mail address, Residential Address, Home Phone Number, Mobile Phone Number.

**Location:** It refers to as residence address, location information received with mobile tracking system, etc.

**Personnel:**It refers to Military Status, Education History and Details, Reference Information, Work History and Details, Resume Foreign Language Knowledge.

**Reference:** It refers to Name, Surname, Registration Number, Department, Title, Reference Type.

**Professional Experience:** It refers to Diploma Information, Courses Attended, In-Vocational Training Information, Certificates, Working Certificate.

**Audiovisual Records:** Video Recording, Photo, Picture, Call Center Voice Recording.

**Physical Space Security:**It refers to Entry/Exit Registration Information, CCTV Registration Information, Visited, Person, Visit Time/Duration, Visit Date, Reason for Visit, Vehicle Entry Permit, Security Camera.

**Legal Proceedings:** It refers to Signature, Information in Correspondence with Judicial Authorities, Information in Case File.

**Customer Transaction:**It refers to Cheque Details, Bank Receipt Details, Order Details, Request Details, Customer Number, Invoice Details.

**Marketing Information:** It refers to Customer Experience Survey Information, Shopping History Information, Payment History Information, Complaint/Contact Forms.

**Website Usage Information:** It refers to your Behaviours, Transactions, Preferences, Visited Products etc. on the Website.

**Relation Information of Family Members:** It refers to Name and Surname Information of the Persons Responsible for Care.

**Transaction Security:** It refers to Traffic Data (E.G. Connection time/duration, amount of communication, etc.), Corporate Email Account Archives, Electronic Access/Activity Records, Device MAC Address, Internal IP Address, External IP Address, Destination IP/Domain Name Records.

**Risk Management:** It refers to Information Processed for Managing Commercial Risks, Information Processed for Managing Technical Risks.

**Finance Information:** It refers to Bank Account Information, Income Information, Credit Report, Salary Information, Debt Information.

**Private Personal Data:**

It refers to Data and Biometric and Genetic Data relating to the Race, Ethnicity, Political Thought, Philosophical Faith, Religion, Sect or Other Beliefs, Dress and Dress, Association, Foundation or Union Membership, Health, Sexual Life, Criminal Conviction and Security Measures of the Persons.

**What are the Methods of Collecting Your Personal Data?**

Your personal data may be collected through application forms, employment contract, contracts, CV, electronic tracking and physical access control systems with various career pages at the workplace, information systems and electronic devices, your browsing movements on our website, cookies created by our own website, tracking cookies created by third parties, site usage measurement systems and other channels contacted by our Company.

**What is the Legal Reason for Collecting Your Personal Data?**

Your personal data is processed by our company within the scope of fulfilling the obligations arising from the relevant legislation, especially the Labor Law, Turkish Commercial Code, Turkish Code of Obligations and KVKK regulations, establishing the contract, allocating rights and our legitimate interests and obtaining your explicit consent if necessary.

**What are the Purposes of Processing Your Personal Data?**

Your personal data collected in this way can be processed in accordance with the conditions related to the processing of personal data listed in Articles 5 and 6 of the LPPD:

- ☐ Planning and/or execution of intern and/or student procurement, placement and operation processes,
- ☐ Execution of selection and placement processes of employee candidate / trainee / student,
- ☐ Planning and/or execution of reference and/or intelligence activities in personnel procurement activities,
- ☐ Fulfillment of obligations and benefits arising from the legislation for employees,
- ☐ Planning and/or execution of internal orientation activities,
- ☐ Conducting talent/career development activities,
- ☐ Execution of performance evaluation processes,
- ☐ Follow-up and/or supervision of the work activities of the employees,
- ☐ Execution of assignment processes,
- ☐ Carrying out employee satisfaction and commitment processes,
- ☐ Planning and/or execution of processes for the provision of incentive and reward services to employees,
- ☐ Ensuring the security of movable goods and resources,
- ☐ Conducting internal audit / investigation / intelligence activities,

- ☐ Execution of contract processes,
- ☐ Planning and/or execution of network monitoring and management activities,
- ☐ Carrying out activities for customer satisfaction,
- ☐ Conducting advertising / campaign / promotional processes,
- ☐ Execution of goods / service sales processes,
- ☐ Execution of customer relationship management processes
- ☐ Planning and/or execution of virtual pos/cash collection transactions
- ☐ Follow-up of requests/ complaints,
- ☐ Planning and/or execution of membership creation activities on the company website,
- ☐ Planning and/or execution of the procedures of changing and/or canceling the membership information of the company website,
- ☐ Determination and/or evaluation of the persons to be subject to marketing activities in line with consumer behavior criteria,
- ☐ Personalized marketing (segmentation, profiling, etc.) and/or the design and/or execution of promotional activities,
- ☐ Design and/or execution of activities to be developed upon customer acquisition and/or value creation in existing customers in digital and/or other channels,
- ☐ Planning and/or execution of cross-selling activities related to other products offered by our company,
- ☐ Planning and/or execution of market research activities for sales and/or marketing of products and services,
- ☐ Carrying out the processes of adherence to the company / products / services,
- ☐ Planning and/or execution of campaign performance measurement and reporting activities,
- ☐ Execution of marketing processes of products / services,
- ☐ Planning and/or execution of draw/competition activities,
- ☐ Realization and/or follow-up of payment transactions of products/services,
- ☐ Planning and/or execution of activities related to invoice issuance, verification and/or cancellation,
- ☐ Planning and/or execution of internal/external reporting activities,
- ☐ Execution of goods / service production and operation processes,
- ☐ Planning and/or execution of invitations and/or organizations for product/service promotion,
- ☐ Performing and/or executing budget works,
- ☐ Planning and/or execution of internal demand management processes,
- ☐ Execution of risk management processes
- ☐ Execution of management activities
- ☐ Execution / supervision of business activities,
- ☐ Execution of logistics activities,
- ☐ Carrying out storage and archive activities,
- ☐ Planning and/or execution of purchasing processes

#### **Do We Transfer Your Personal Data to a Third Party?**

Your processed personal data may be transferred to real persons or private legal persons at home or abroad within the scope of the purposes and legal regulations described above within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the LPPD.

### **What are Your Rights You Can Use Regarding Your Personal Data?**

Regarding your personal data;

- ☐ To learn whether your personal data is processed or not,
- ☐ To request information about your personal data if it has been processed,
- ☐ To learn the purpose of processing personal data and whether they are used in accordance with their purpose,
- ☐ To know the third parties to whom your personal data is transferred at home or abroad,
- ☐ To request the correction of your personal data if they are incomplete or incorrectly processed,
- ☐ To request the deletion or destruction of your personal data within the framework of the conditions stipulated in the LPPD legislation,
- ☐ When you request the correction of incomplete or inaccurate data and the deletion or destruction of your personal data, to request that this situation be notified to the third parties to whom we transfer your personal data,
- ☐ To request compensation for this damage in case you incur losses due to unlawful processing of personal data

you have the right to privacy.

### **How Can You Use Your Rights?**

According to the "Communiqué on the Procedures and Principles of Application to the Data Controller", you can make your applications and requests regarding your personal data through the application form you can reach from [https://www. redmadrobot.com/](https://www.redmadrobot.com/);

- ☐ By sending it to our Company headquarters in Emniyet Evleri Mahallesi Eski Büyükdere Caddesi Sapphire No:1/1 İç Kapı No: 1b47 Kağıthane / Istanbul with wet signature and photocopy of identity card,
- ☐ By applying to our Company in person together with a valid identity document,
- ☐ By sending it to our [hello@redmadrobot.com.tr](mailto:hello@redmadrobot.com.tr) address from the email address previously notified to our Company by the Relevant Person and registered in our system.

Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest; however, if the transaction requires an additional cost, you may be charged according to the tariff to be determined by the Personal Data Protection Board.

### **EXPLICIT CONSENT TEXT**

The necessary information about the LPPD has been provided to me and I have read and understood the Clarification Text on the Processing of Personal Data. I have explicit consent to the processing of my personal data shown in the Clarification Text within the scope of the clarification text and to the transfer of it to domestic or international institutions and organizations, suppliers, business partners and third parties.