

### **Informing in the Scope of Personal Data Protection Law:**

Before completing your application on the web page belonging to Havaalanı İşletme ve Havacılık Endüstrileri A. Ş. (HEAŞ) where you take place with the purpose of communicating your Requests, Suggestions and Complaints, we have to provide information to you about the particulars taking place below in accordance with Personal Data Protection Law (“KVKK”) published in the Official Gazette dated 07.04.2016 and number 29677 and we have to obtain your approval in this scope.

- **Collection and Processing of Personal Data and Purposes of Processing:**

Your demands related to your Requests, Suggestions and Complaints and the information and data you transmit in this scope are taken, kept and processed by HEAŞ only with the purpose of evaluating your application by HEAŞ, to find a solution for the same and to provide assistance to you.

Your demands related to your Requests, Suggestions and Complaints and the data you transmit in this scope shall be processed within the terms and purposes of personal data processing indicated in 5<sup>th</sup> and 6<sup>th</sup> Articles of KVKK by being suitable, correctly and lawful in compliance with law, morals and honesty rules.

- **To Whom the Processed Personal Data Can Be Transferred and the Purpose of the Same**

Your application related to your Requests, Suggestions and Complaints and the personal data you shared with your application shall be accessed by the related unit and unit director who shall evaluate the application only by being limited with the purpose stated above and with the condition of being in the purposes of personal data processing terms and purposes indicated in 8<sup>th</sup> and 9<sup>th</sup> Articles of KVKK and they shall not be shared with anyone within HEAŞ other than these two authorities.

Data you have transmitted within the framework of your application, can be transferred by HEAŞ to related units of HEAŞ in order to do the needful to its composition and with the purpose of being able to generate a solution and can be shared by HEAŞ to related units of HEAŞ, its business partners, sub-contractors and other compulsory third parties only insofar as needed.

Data you have transmitted within the framework of your application can be shared by HEAŞ with supervisory and regulatory public enterprises arranged by law and ordered by the laws within the framework of related public authority and legal legislation with the purpose of doing the needful according to the nature as per legal compulsion.

- **Deletion, Destroying or Anonymization of Personal Data**

HEAŞ can delete or anonymize your data which are processed with the purposes indicated in this text ex officio or according to demand of data owner by being in compliance with the provisions of KVKK and other related laws, when the reasons needing the processing of the same disappear as foreseen in KVKK Article 7-1.

- **Method of Personal Data Collection and its Legal Reason**

Your demands related to your requests, suggestions and complaints and the information and data you transmit in this scope are collected by HEAŞ with your explicit consent and such data are obtained and processed in all kinds of verbal, written or electronic environment in the direction of the reasons taking place in this text.

- **Rights of Personal Data Owner Stated in 11<sup>th</sup> Article of KVKK**

In this scope, you can demand information at all times about the stated particulars by being related to your personal data.

- ✓ To demand information if personal data was processes,
- ✓ Learning whether or not the personal data are used by complying the purpose of processing,
- ✓ Knowing third parties within inland and abroad to whom the personal data is transferred,
- ✓ In case of having personal data missing or wrong, to request the correction of the same,
- ✓ To request the deletion or destroying of the personal data,
- ✓ In the event of having the correction, deletion or destroying of the data, to request the notification of these situations to third parties to whom the personal data is transferred,
- ✓ By way of analyzing the processed personal data exclusively through automatic systems, to object to the occurrence of the result against the person himself/herself,
- ✓ In the event of encountering damage because of processing the personal data against the law, demanding the elimination of the damage.