



PROTECTION OF PERSONAL DATA CLARIFICATION TEXT

Protection of Personal Data

In accordance with the Law No. 6698 on the protection of personal data (“KVKK”), any information that serves to make identity of a real person specific or to make it identifiable, is within the scope of personal data. We would like to inform you about purposes of processing of your personal data, legal grounds for it, collecting methods, to whom and for what purposes they can be conveyed and your rights depending on these and independent from these that you are endowed with, within the scope of KVKK at **TPI Kompozit Kanat 2 Üretim Sanayi ve Ticaret Limited Şirketi** resident at the address İzmir Serbest Bölge Selvi Sokak No: 22 Menemen / İzmir and (they shall be referred as "TPI Türkiye" or "Our Company").

1. Your Processed Personal Data

Identity Data	:	ID Number, Name, Surname and other data obtained from photocopy of Identity Card, Passport Information, driver's license information
Communication Data	:	Address, Phone, E - Mail
Sensitive Personal Data	:	Union, State of being an ex-convict/Criminal Record, Disability Status/Description of the disability/Percentage of the disability/Philosophical Belief in case your ID Card has not been renewed/Religion, Health Data, Blood Group, A Private Health Insurance Policy, Health Reports, On-the-Job Health Report, Chest X-Rays, Hearing Test, Eye Test, Employment and Periodical Examination Forms that are signed under the supervision of workplace doctor, Pregnancy Status, Pregnancy Report, Maternity Leave And Health Information, Association/Foundation Memberships
Personal	:	Resume data such as Education information, professional experience, vocational training information, certificates, Skills, records of employment documents, insurance registration, working hours information, travel information, individual Advantage card numbers, bank account information, e-mail,

	Signed Training Attendance Forms, evaluation of monthly performance and state of achieving a target, leave dates, reasons for leave, Information on Family and Relatives obtained from extract from civil registry, certificate of domicile
Legal Procedure	: Information in correspondence with judicial authorities, information in case files, etc.
Purchase	: Invoice, bond, cheque information, order information etc.
Security of Physical Space	: Information on Entry and Exit records of employees and visitors, camera recordings etc.
Procedure Security	: IP address information, internet site entry and exit information, password information etc.
Risk Management	: Information processed to manage commercial, technical and administrative risks etc.
Finance	: Balance sheet information, financial performance information, credit and risk Information, asset information, etc.
Visual and Auditory Records	: Headshot photography, camera recording, audio recording, photos and video recordings taken for Social Responsibility projects,
Other	: Debited vehicle license plate information, claim / complaint management information

2. Legal reasons and methods for the collection of personal data

Since it is compulsory for legitimate interests of data supervisor, your personal data, including sensitive personal data are collected verbally, in a written form or electronically by **Our Company** as data supervisor, upon your explicit consent, within the framework of our legal liabilities arising from KVKK and other relevant legislation; provided that fundamental rights and freedoms of the relevant person are not damaged as stated in the 5th article of the Law and considering protection, utilisation, establishment of a right, conclusion and execution of the contract, provision of the law, legislation with regards to customs of trade and good faith, claims that are possible to be implemented via business relations, carried out directly or through different channels such as authorised communication channels and physical channels.

In this context, your personal data may be collected in writing or electronically by **OUR COMPANY** or by real or legal entities who process data on behalf of **OUR COMPANY** through the following methods;

- Information, obtained in case you visit our website and made public by yourself during job application form you personally submit, employment contract, questionnaires, information forms,



- online forms you have filled out on the internet
 - Various contracts you have signed with our company and the e-mails, faxes and letters you have sent to Our Company,
 - Third party company(s) that processes data on behalf of our company or supports our company in any phase),
 - Camera Records,
 - Union Note of Expenses, invoice, current cards,
 - Insurance policies etc.
 - Records during your entry as visitor within the scope of security of physical space
- 3. Processing and purposes of processing of personal data**

We hereby inform you that **OUR COMPANY** can process personal and/or sensitive personal data of supplier employees, trainers, persons who purchase products or services, potential product or service purchaser, authorised person of supplier and their employees, our interns for following purposes;

- To use common database and to manage common business processes,
- To provide transportation and catering organisations,
- To prevent Data Loss,
- To ensure Information Security,
- To establish and execute contracts
- To obtain field entry and exit permits
- To liabilities stemming from legislation and the contract
- To provide information to authorised persons, institutions and organisations
- To conduct audit and ethical activities
- To conduct occupational health and safety activities
- To conduct business activities in accordance with the legislation
- To carry out emergency management processes
- To carry out finance and accounting
- To conduct Educational Activities
- To follow-up and conduct legal issues
- To conduct product-service purchase-sale processes
- To manage processes of benefits and interests for employees
- To manage assignment processes
- To plan Human Resources Processes

- To provide security of physical space
- To conduct performance evaluation processes
- To conduct skill-career development activities
- To conduct processes of satisfaction and loyalty of employees
- Organisation and Event Management
- To conduct internet access authorities
- To provide security of physical space
- To conduct activities to provide business continuity
- To conduct activities of retention and archive
- To conduct communication activities
- To conduct Advertising / Campaign / Promotion Processes
- To follow-up Claims / Complaints
- To use a mail account with company domain extension

OUR COMPANY will process them in line with conditions to process personal data as specified in 5th and 6th articles of the Law and in accordance with relevant legislation and the Personal Data Protection Law no. 6698.

4. Personal Data Transfer and Purposes of the Transfer

OUR COMPANY will share your personal data only with our group companies abroad to take necessary security precautions, with our domestic group companies provided that necessary precautions are taken within the framework of security and confidentiality fundamentals, and purposes and conditions to processes personal data as stipulated in the 8th and 9th article of the Law and relevant legislation and Law no. 6698, referring to your explicit consent and within the framework of principles stipulated in Art.4/2 of Law No. 6698, with our business partners, as required by information technologies we use and our business connections, with domestic and foreign servers and companies, providing support for servers, physical server and/or domestic/foreign persons and institutions from whom or which we receive cloud service, suppliers, audit companies or with public institutions and organisations and banks that are authorised to demand these data due to a legal obligation. Our purposes for sharing are as follows and we will share with competent authorities within the framework of these purposes;

- To fulfill a legal obligation,
- The fact that Data Center Management and IT infrastructure and software used are in different organisations and cloud information infrastructure is used,

- To render payments for personnel, travel (hotel, purchasing tickets, receiving travel visa, etc.), vehicle rental, personnel service bus and transport, to request for credit,
- SSI employment/end of employment Processes, SSI Declaration, Work Permit,
- To combat against non-registered employment, to obtain work permit,
- For Health and Safety of Workers, Notification of Work accident and occupational disease,
- To conduct training activities,
- To conduct legal support processes,
- To conduct audit processes,
- Work done within the scope of increasing employee satisfaction and improving sense of belonging,
- Establishment and execution of the contract, execution / supervision of business activities,
- Security of Physical Space
- To prepare assignment, skill management plans,
- To identify user, to use a mail account with company domain extension
- To conduct Communication Activities
- To provide information to authorised persons, institutions and organisations

5. Rights of Personal Data Owner, listed in 11th article of KVK (Protection of Personal Data) Law ("the Law")

As per the 11th article of KVK Law, data owners have following rights

- To learn whether personal information is processed or not,
- To request information in case personal information is processed,
- To learn the purpose for processing personal information and to learn whether such information is used in accordance with intended use,
- To learn identities of third persons within/outside domestic borders to whom personal information is disclosed,
- To request correction of personal data in case they are processed incompletely or wrongly and to request the procedure to be conveyed to third persons, to whom personal data are conveyed,
- To request their personal data to be deleted or to be disposed of in case reasons that require these data to be processed, even though they are processed in accordance with provisions of KVK Law and any other law and to request procedures within this scope



to be notified to third persons, to whom personal data are conveyed; to object to results against the persons themselves upon analyses of the processed data via exclusively automatic systems; to demand their damages to be recovered in case they suffer any damage due to process of personal data against law.

In case you inform us about your demand to practice your rights specified in the 11th article of the Law 6698, via your e-mail address, which is registered in our records, to tpi_menemen_kvkk@tpicomposites.com or post, KEP or directly in person by filling out Application Form on our website according to "Communique on Principles and Fundamentals to Apply to Data Supervisor" as specified in the form, your applications shall be evaluated and finalised within maximum 30 (thirty) days.

In applications, name and surname has to be present, if the application is in a written form, there has to be signature, Citizenship ID Number for citizens of Republic of Turkey, nationality, passport number/ID number for foreigners; domicile address or workplace address for notification; electronic mail address, if any, for notification, phone or fax numbers and subject of demand.

The Company may demand additional confirmation in order to understand whether the application really belongs to you and to protect your rights depending on nature and method of the request.

Exceptions of the Right of Application

As per the 28th article of KVK Law, it will not be possible for personal data owners to claim rights for following issues.

- Processing of personal data for purposes such as research, planning and statistics by making them anonymous with official statistics
- Processing of personal data within the scope of freedom of speech or art, history, literature or for scientific purposes provided that it does not constitute crime or it does not violate personal rights or right of privacy, economic security, public order, public safety, national security and national defence
- Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations that are assigned and authorised by law in order to establish economic security, public order, public safety, national security and national defence



- It will not be possible for personal data owners to claim rights except claiming recovery of damages given below as per article 28/2 of KVK Law and in cases where personal data are processed by judiciary authorities and execution authorities with regards to judicial or executive procedures, prosecution and interrogation.
 - In case personal data are necessary to be processed for criminal investigation and prevention of crime • In case personal data made public by personal data owner, are processed
 - In case personal data are necessary to be processed for disciplinary investigation and prosecution, besides execution of audit and regulation duties by authorised and competent public institutions and organisations occupational institution in the quality of public organisation by the authority vested by personal data processing law
 - In case personal data are necessary to be processed for protection of economic and financial interests of the state with regards to budget, tax and financial issues
- You may contact us about your opinions and questions.

TPI Kompozit Kanat 2 Üretim Sanayi ve Ticaret Limited Şirketi

DATA HOLDER APPLICATION FORM

1. Way of Application

You can submit your requests under scope of your rights mentioned in Article No 11 of Law No 6698 (hereinafter it shall be mentioned as the "**Law**") regarding Protection of Personal Data to our Company by one of the below-mentioned methods in accord with Article No 5 of Declaration regarding Principles and Procedures of Applications for Data Holders and also in accord with Article No 13 of the Law.

	WAY OF APPLICATION	ADDRESS TO APPLY FOR	INFORMATION TO BE SHOWN IN THE APPLICATION
WRITTEN	Personal Application with wet Signature or The Notary Public	TPI Kompozit Kanat 2 Üretim Sanayi ve Ticaret AŞ. İzmir Serbest Bölge Selvi Sokak No: 22 Menemen İzmir	"Personal Data Protection Law Information Request" should be written on the envelope/ notification.
E-MAIL REGISTERED IN OUR SYSTEM	By electronic mail registered in our company's system	tpi_menemen_kvkk@tpicomposites.com	Subject part of the e-mail should be "Personal Data Protection Law Information Request".
E-MAIL REGISTERED IN OUR SYSTEM	By an electronic mail that is not registered in our system and that contains a Secure Mobile Signature / E-Signature.	tpi_menemen_kvkk@tpicomposites.com	Subject part of the e-mail should be "Personal Data Protection Law Information Request".

Your applications submitted to us shall be answered within thirty days from the date of your request being delivered to us according to the nature of the request as per Paragraph No 2 of Article No 13 of the Law. Our responses will be delivered to you in



writing or within electronic media in accordance with the provisions of Article No 13 of the relevant Law.

2. Identity and Contact Information

Please fill in the following fields so that we can contact you and verify your identity.

Name and Surname	:	
Republic of Turkey ID Number / Passport Number or Identification Number for Citizens of Other Countries	:	
Residential Address / Work Place Address Based on the Declaration	:	
Mobile Phone	:	
Phone Number	:	
E-Mail Address	:	

3. Please quote your relationship with our company. *(For Example: customer, business partner, employee candidate, former employee, third party company employee, shareholder).*

<input type="checkbox"/> Customer <input type="checkbox"/> Visitor	<input type="checkbox"/> Business Partner <input type="checkbox"/> Other:
The department, in which you communicate within our company:..... Subject:	



5. Please choose the method, by which you will be notified of our response to your application:

- I want it to be delivered to my address.
- I want it to be delivered to my e-mail address.
(In case you choose the email method, we will be able to respond to you faster.)
- I want to be delivered by hand.
(In case of delivery by proxy, there must be a notarized Power of Attorney or a Certificate of Authority.)

This application form is prepared in order to determine your relationship with our company and, if any, to determine your personal data processed by our company in full, so that your relevant application can be answered correctly and within the legal period. In order to eliminate the legal risks that may arise in connection with data sharing in an unlawful and unfair manner, and in particular to ensure the security of your personal data, our Company reserves the right to request additional documents and information (Identity Card or Driver's License copy, etc.) in order to determine identity and authority. In the event that the information you submit under the Form in connection with your request is not accurate and up to date or in the event that an unauthorized application is made, our company does not accept any responsibilities for such false information or unauthorized application-based requests.

Applicant (Personal Data Holder) Name Surname:

Date of Application:

Signature: