

INFORMATION TEXT REGARDING THE PERSONAL DATA PROTECTION LAW

FLINT GROUP MATBAA MÜREKKEPLERİ SAN. VE TİC. A.Ş (hereinafter referred to as "Flint Group" or "Company") takes necessary security measures to protect your privacy and to ensure that your personal data is collected, stored and shared in accordance with the law.

In accordance with Article 10 of the Personal Data Protection Law No.6698, the purpose of the Company is to inform you in the most transparent way about the methods your personal data are collected, the purposes of processing, transferred parties, legal reasons and your rights.

1. Scope

This text covers our employees, candidates for employees and other third parties whose personal data are processed.

2. General Information on the Law

The Personal Data Law No. 6698 ("Code") was accepted on 24 March 2016 and was published in the Official Gazette No. 29677 on April 7, 2016.

The Code has been adopted in order to protect the fundamental rights and freedoms of individuals, especially the privacy of private life, during the process of the collection, processing and storage of personal data, and to regulate the obligations and procedures and principles to be followed by natural and legal persons and it has been adopted in order to determine the rights of data subjects.

3.Data Controller

As Flint Group, we will use your personal data in accordance with the relevant legislation.

4. For What Purpose Personal Data Will Be Processed

Personal data of our employees, candidate employees and other third parties can be processed for the fulfillment of any of the following purposes;

- Fulfilling the requirements of the employment contract, keeping the personal file, tracking and approval of paid/unpaid/casual leaves, viewing the balance leave days, making leave arrangements, payrolling, paying remuneration,
- To be able to fulfill the requirements within the scope of Labor Law, Occupational Health and Safety Law, Social Security Law and other relevant legislation,
- Social Security Institution notifications, Turkish Employment Organization notifications, safety notification and notifying incentives and legal obligation information,
- Opening a compulsory private pension insurance account,
- Ensuring occupational health and safety,
- Fulfilling the liabilities arising from both legislation and contract against the customers served by our company, conducting inspection and auditing of our personnel in the workplaces where the service is provided, reporting the inspection and audit results to our customers,
- To be able to notify our personnel, to assign trainings and to follow the personal information of the personnel through online platforms,

- Paying for garnish of wages in line with the instructions of the enforcement offices, making legal notifications in case of work accidents, performing occupational health and safety procedures, fulfilling the decisions, requests and instructions of official institutions and organizations,
- Managing the company, conducting the business, applying company policies, tracking and reporting the sales performance of company employees, making cash advance/allowance payments, creating an employee portal,
- Providing contact and communication, printing business cards, ensuring that packages received via cargo and courier are delivered to the relevant employee, monitoring the use of the company vehicle, providing shuttle service organization, procuring work clothes to be used during work, business e-mail,
- The use of company systems and software, implementation of safety measures, measuring employee satisfaction, training planning, reporting of trainings, preparation of training certificates, tracking of the employees participating in the training, tracking development processes as a result of the training of the employees, communicating with the relevant people in case of emergency, to contact with suppliers and their employees our employees' contact data can be transferred.

Personal data can be processed by Flint Group in order to fulfill its legal obligations against our employees, to fulfill the obligations to our customers within the scope of the primary employer - sub-contractor relations, to fulfill its financial and legal obligations within the scope of Labor Law, Law No.5510, tax laws and other relevant legislation.

a. Within the Scope of Personal File;

Identity and Contact Information: Name, surname, date of birth, country of birth, city of birth, gender, marital status, Turkish identity card information (T.R. ID No., serial number, wallet number, father's name, mother's name, place of birth, province, district, neighborhood, volume number, family serial number, serial number, household number, page number, registration number, place of issue, reason for issue, date of issue, previous surname), copy of identity card (religion information in old type identity cards), phone number, open address information, e-mail address, internal contact information (internal phone number, corporate e-mail address)

Family Information: Marriage certificate; name, surname of spouse and children, T.R. Identity Number, gender, date of birth, duty, telephone number; name, surname and phone number of relatives

Information on Wages and Rights in Rem: Salary details, payrolls, bonus amounts, file and debt information regarding execution proceedings, bank passbook, minimum living allowance information, private health insurance amount.

Educational Information: Education background, course and seminar information, foreign language knowledge, internship status, trainings attended, information about trainings, assessment of monthly performance and target achievement, activity information and performance information, diploma information, resume, domestic and international training, assignment, supervision etc.

Other Data: Military service deferment, license plate, copy of vehicle license, vehicle km information, vehicle location, driver's license copy, traffic ticket query result, private ballot box name, private ballot box entry date, private ballot box registration number, shoe number, clothing size, height, weight, criminal record,

b. Within the Scope of the Continuation of the Employment Contract;

Entrance and exit records to the Company, internet access logs, daily break and activity data, camera recording, sound recording, data on tracking employees' use of allocated vehicles and gasoline, health data, workplace doctor records, disciplinary investigations and penalties, bonus salary, wages and other benefits.

Personal data is processed in accordance with the conditions and purposes specified in Articles 5 and 6 of the Code.

5. Method and Legal Reason for Collecting Personal Data

Personal data presented by you personally during the job application and the continuation of the employment contract, the executives of our customers and potential customers, the applications made through the contracted websites or the Company website, the natural and/or legal entities, suppliers or cooperating companies, our call centers, social media accounts, visitor entry-exit and control points at the service locations, cameras, alarm systems and other electronic security systems, vehicle tracking systems, the Company's administrative office, verbal, written or electronic media or other channels to be established/formed in the future, especially from channels such as cameras, phones, sound recordings, cookie applications on the website. Personal data are collected by the Company for the above-mentioned purposes within the framework of the legal legislation.

6. To Whom the Processed Personal Data Can Be Transferred

Limited to the realization of the above-mentioned purposes, your collected personal data can be transferred to;

- To the companies which are affiliates of Flint Group International BV, for the fulfillment of human resources and personnel procedures, establishing human resources policies throughout the group companies to which the company is affiliated, keeping statistics, evaluating personnel transition within group companies, ensuring common performance tracking, establishing general procedures and practices,
- Supplier companies for the supply of personnel clothing, uniforms, personal protective equipment and other personal equipment,
- Persons or organizations required by the Tax Procedure Law, Labor and Social Security Law and legislation, Court of Accounts, Law on Prevention of Laundering Proceeds of Crime, Law on Prevention of Money Laundering, Turkish Commercial Code, Code of Obligations and other legislation,
- Legally authorized public institutions and organizations, police and military police related units, police headquarters, prosecutors' offices, relevant courts, enforcement offices and all other judicial, administrative and legal authorities,
- To the sub-employer/primary employers to be specified in accordance with the contractual relationship between the Company; information such as the resume, in-service and out-of-service trainings, attendance status, disciplinary investigations,

inspection and audit results, identity and wage information, in order to fulfill our obligations under the relevant legislation.

- Banks, private pension and insurance companies,
- Internal and external audit companies and auditors in accordance with the audits to be carried out in accordance with the Turkish Commercial Code numbered 6102,
- In the event that necessary permissions are obtained within the scope of Code or other conditions are met, to the companies operating abroad or whose data center, shareholders or company headquarters are abroad, cloud service providers, banks or foreign companies, if necessary,
- With the services offered by our Company, such as product/service comparison, analysis, evaluation, advertisement and the natural or legal persons we cooperate with in the realization of the above-mentioned purposes, the program partner institutions and organizations, the institutions we have contracted to send the messages we send to our customers, banks, payment institutions, suppliers relevant third parties,
- Catering companies, car rental, operator, business card printing, etc. companies from which service is provided, software used by the company, law firms authorized on behalf of our company, lawyers, archive firms, data recording media, courts, mediators,
- Servers of software companies, companies providing cloud services, third party data centers where we store our data or Flint Group data center, main servers,
- Health and Safety units, companies, workplace doctors,

Personal data can be transferred within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Code.

7. Rights of Data Subject

If you, as data subjects, submit any claims regarding your rights due to personal data to Flint Group in the below listed ways, Flint Group will conclude the request as soon as possible and within 30 days at the latest according to the nature of the request.

Data subjects, may request information regarding the followings by applying to the data controller within the scope of the Code.

- a) To learn whether personal data is processed,
- b) Request information if personal data is processed,
- c) Learning the purpose of processing personal data and whether they are used in accordance with their purpose,
- d) Learning the third parties to whom personal data is transferred at home or abroad,
- e) Correction of personal data if it is incompletely or incorrectly processed,
- f) Data subject may request the deletion or destruction of personal data if the reasons do no longer exists for processing his/her personal data.
- g) to request notification of an operation carried out in accordance with paragraphs of (e) and (f) to third parties,
- h) Objection to the analyzing of processed data especially with automated systems,
- i) In the event of facing damage caused by unlawful processing of personal data, data subject has the right to claim the damages.

Application to Data Controller

You may make a written request in Turkish or in writing or by using the registered e-mail address, secure electronic signature, mobile signature or the e-mail address previously notified to Flint Group and registered in our system, by sending an e-mail to our mailing address: data.protection@flintgrp.com or website: <https://www.flintgrp.com/en/data-protection/> or send signed application form to Akçaburgaz Mah. Kirac Mevkii Muhsin Yazicioglu Cad. 3122 Sok. Apt. No: 72 / 3-4 34522 Esenyurt Istanbul. Flint Group reserves the right to verify your identity before responding.

In order to ensure that the application is finalized by Flint Group and that the results are delivered to you, the following information must be prepared by the applicant.

- Name surname,
- T. C. Identification Number (for foreign nationals, nationality, passport number or identification number)
- Address,
- Mobile number,
- E-mail address,
- Subject of request,
- Contact Address,
- Application date,
- Signature.

According to the nature of your request, information and documents must be provided to us completely and accurately. If the required information and documents are not provided properly, Flint Group may have problems in conducting the researches to be carried out on your request in a complete and qualified manner. In this case, Flint Group declares that it reserves all its legal rights. For this reason, your application must be sent according to the nature of your request including the requested information and documents.

Your request may be accepted by Flint Group, additional information may be requested or may be denied on justified reasons, and you will be notified in writing or electronically. If your request in the application is accepted, it will be realized.

If you submit your requests regarding your rights mentioned above to Flint Group, your applications will be evaluated and concluded as soon as possible and within 30 days at the latest. While it is essential that there is no charge for the claims, Flint Group reserves the right to charge a fee based on the tariff set by the Personal Data Protection Board.

Yours faithfully,

Flint Group Matbaa Mürekkepleri San. ve Tic. A.Ş.