

**ŐÖLEN İKOLATA GIDA SANAYİ VE
ANONİM ŐİRKETİ
COMPANY POLICY
WITHIN THE SCOPE OF
THE LAW ON THE PROTECTION OF
PERSONAL DATA**

Text Description:

Şölen Çikolata Gıda San ve Tic. A.Ş. Company Policy within the Scope of the Law
on the Protection of Personal Data

Target Audience:

All real persons whose personal data are processed by Şölen Çikolata Gıda San
ve Tic. A.Ş.

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Approved by:

Şölen Çikolata Gıda San ve Tic. A.Ş. Approved by the Chief Executive Officer.

CHAPTER ONE

As ŞÖLEN ÇİKOLATA GIDA SANAYİ VE TİCARET ANONİM ŞİRKETİ (hereinafter referred to as “ŞÖLEN”), our goal is to inform all authorities that are real and legal persons, whose personal data are processed by our Company, in particular our Company Partners, Company Officials, Employees, Prospective Employees, Suppliers, Dealerships, Customers, Potential Customers, Visitors, Consultants and Third Parties, about all administrative, technical and managerial measures we take regarding the processing and protection of personal data pursuant to the Law No. 6698 on the Protection of Personal Data (“Law”), to ensure the full compliance of our Company with the relevant legislation, and to protect all of the rights of personal data subjects arising from the legislation on personal data.

According to Article 20/3 of the Constitution of the Republic of Turkey , “Everyone has the right to request the protection of his/her personal data. This right includes being informed of, having access to and requesting the correction and deletion of his/her personal data, and to be informed whether these are used in for their intended purposes. Personal data can be processed only in cases envisaged by law or by the person’s explicit consent.”

CHAPTER TWO

PROTECTION, PROCESSING AND TRANSFER OF PERSONAL DATA

Personal data are protected, processed and transferred by ŞÖLEN in accordance with the procedures and principles specified in the Law on the Protection of Personal Data and other relevant legislation.

1. The Processing of Personal Data

1.1. General Principles

- ŞÖLEN acts in accordance with the law and the rule of bona fide in the processing of personal data while conducting its commercial activities.
- ŞÖLEN ensures that the personal data it processes are accurate and up-to-date.
- ŞÖLEN processes personal data for specific, explicit and legitimate purposes.
- ŞÖLEN acts in a purposeful, limited and measured manner when processing the personal data.

- ŞÖLEN complies with these periods if there is a specific duration of time stipulated in the relevant legislation for the storage of data.. It retains personal data only for the period necessary for the purpose for which they are processed. It deletes and/or destroys the relevant personal data at the end of the stipulated period in a secured manner.

2. Terms of Processing Personal Data

ŞÖLEN pays due attention to obtaining the explicit consent of the data subject regarding their personal data. In some circumstances, the data is processed by the data controller without obtaining the explicit consent of the data subject, as set out in the Law and as indicated below.

- It is expressly set forth in the legislation. For example, the invoices issued by our company specifying the personal data of the addressee.
- It is mandatory in terms of ensuring the protection of the life or physical integrity of the person himself/herself or of any other person who is unable to disclose their consent due to physical disability or whose consent is not deemed to be legally valid. For example, sharing personal information in the event of an emergency intervention for health reasons in the event that the data subject is unconscious.
- It is necessary to process the personal data of the parties of a contract, provided that it is directly related to the drawing up or execution of the contract. For example, disclosing the notification addresses and bank details of the parties.
- It is mandatory so that the data controller can fulfill his/her legal obligation. For example, sharing the birth certificate with the relevant institutions for the processing of the Minimum Living Allowance.
- Personal data have been made public by the data subject himself/herself. There is no legal interest to be protected if the data subject has already disclosed his/her data to the public.
- Data processing is mandatory for the establishment, exercise or protection of any right. For example, using personal data as evidence in a lawsuit filed against the Company by its own employee.
- The processing of data is mandatory for the legitimate interests pursued by the data controller, provided that such processing does not violate the fundamental rights and freedoms of the data subject.

3. Conditions for Processing Sensitive Personal Data

ŞÖLEN processes sensitive categories of personal data such as race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance, membership to associations, foundations or trade unions, health, sexual life, criminal conviction and security measures, biometric and genetic data with the explicit consent of the data subject.

- Sensitive personal data other than data regarding health and sexual life may be processed without obtaining the explicit consent of the data subject in cases stipulated by the law.
- Sensitive categories of personal data concerning health and sexual life may only be processed for the purposes of the protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and finance, by persons or authorized institutions and organizations under the obligation of confidentiality, without seeking the explicit consent of the data subject. For example, within the scope of the obligation to employ persons with disabilities, the processing of reports and documents regarding the persons employed in this status in the workplace.
- ŞÖLEN carries out the necessary procedures for taking the measures determined by the Board in the processing of sensitive categories of personal data.

4. Deletion, Destruction and Anonymization of Personal Data

Although it has been processed in accordance with the provisions of the Law and other relevant legislation, ŞÖLEN deletes, destroys or anonymizes personal data ex officio or upon the request of the person concerned, in the event that the reasons requiring its processing are no longer present.

Personal data is deleted and destroyed in such a way that it cannot be reused or recovered. Accordingly, data is irretrievably deleted from devices such as documents, files, CDs, floppy disks, hard disks, etc. in which they are stored.

5. Conditions for the Transfer of Personal Data Domestically/Abroad

Personal data are transferred to the extent permitted by the Law and other relevant legislation during the execution of domestic/overseas operational activities with the explicit consent of the data subject (Exceptionally, the provisions of the Law and other legislation are reserved).

ŞÖLEN acts in accordance with the regulations stipulated in the Law during the transfer of personal data.

CHAPTER THREE

INFORMING PERSONAL DATA SUBJECTS, RIGHTS OF DATA SUBJECTS AND ŞÖLEN'S OBLIGATIONS UNDER PDP LAW

1. Obligation to Inform the Personal Data Subject

ŞÖLEN explains the purpose for which personal data is processed, to whom and for what purpose the processed personal data is transferred, and the method and legal basis for the collection of personal data. It also fulfills the obligation of disclosure regarding the rights of data subjects.

2. Rights of the Personal Data Subject Under PDP Law

Data subjects have the right to;

- Learn whether their personal data are processed or not,
- If their data is processed, request information regarding thereto,
- Learn the purpose of the processing of their data and whether or not their data is used in accordance with the purpose,
- Learn about the persons/institutions within or beyond the country to which their personal data is transferred,
- Request the correction of the processed personal data if it is incomplete or inaccurate,
- Request the deletion or destruction of the data,
- Request the notification of the third parties to whom the personal data is transferred,
- Object to any unfavorable outcomes against them as the data subject since the processed data was exclusively analyzed by automated systems,
- Request compensation for their damages if incurred due to the unlawful processing of their personal data..

ŞÖLEN informs personal data subjects of their rights, provides guidance on how to exercise these rights and undertakes the necessary internal functioning, administrative and technical arrangements for all of the aforementioned matters.

3. Method to be Employed by Personal Data Subjects While Exercising Their Rights

The data subject may submit his/her requests regarding the implementation of the Law to ŞÖLEN in writing via the application form or a secure electronic signature or other methods to be determined by the Personal Data Protection Board (“Board”) by sending it to the address in the application form.

ŞÖLEN finalizes the requests in the application as soon as possible and within thirty days at the latest, depending on the nature of the request, in accordance with the principles stipulated by the Law.

ŞÖLEN has the right to accept the request in the application as well as to reject it by explaining its reasoning, and notifies its response to the person concerned in writing or electronically. If the request in the application is accepted, ŞÖLEN fulfills the necessary requirements in line with the request of the data subject.

In cases where the application is rejected, the response is found insufficient or the application is not responded to in due time; the data subject has the right to file a complaint to the Board within thirty days as of the date of learning the response of the Company and in any event within sixty days as of the date of the application.

4. Obligation to Ensure Data Security

ŞÖLEN takes the necessary technical and administrative measures to prevent the unlawful processing of personal data, the unlawful access to data and to ensure its protection.

5. Obligation to Register before the Data Controllers Registry

, As the data controller, ŞÖLEN shall register itself before the Data Controllers Registry.

CHAPTER FOUR

STORAGE, DELETION, DESTRUCTION AND ANONYMIZATION OF PERSONAL DATA

ŞÖLEN retains the personal data it processes for the period that is stipulated in the Law and the legislation or as is required by its purpose. Depending on the nature of the personal data, a different period of retention may be valid for the duration stipulated in the relevant legislation or the period required for the realization of the purpose for which they are processed.

Data may also be processed for more than one purpose, and in such an event, the relevant data is deleted, destroyed or anonymized when all the reasons for the processing of the relevant data are eliminated.

Measures Taken by ŞÖLEN

The personal data processed in accordance with the Law are deleted, destroyed or anonymized in such a way that they cannot be used or recovered in any way, either ex officio or upon the request of the data subject, if the reasons requiring their processing are no longer relevant.

The necessary systems and control mechanisms for the deletion, destruction and anonymization of personal data have been established by ŞÖLEN. The storage and disposal procedure developed by ŞÖLEN is implemented.

The data recording systems used within ŞÖLEN have been established in accordance with the Law and the relevant legislation and are periodically monitored and audited by the data controller.

CHAPTER FIVE

IMPLEMENTATION AND ENFORCEMENT OF THE POLICY

The Policy is available on the Company's official website www.solen.com.tr and enters into force as of the date it is published and made available for access.

ANNEX – 1: Definitions

The terms used in the Law on the Protection of Personal Data and in this policy shall have the following meanings as set out below:

Company	ŞÖLEN ÇİKOLATA GIDA SANAYİ ve TİCARET ANONİM ŞİRKETİ.
Personal Data	All kinds of information regarding an identified or identifiable real person.
Sensitive Personal Data	Data on race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.
Processing of Personal Data	Any operation which is performed on Personal Data such as collection, recording, storage, safekeeping, alteration, reorganization, disclosure, transfer, reception, making available, classification or restriction of use, via fully or partially automated methods, or via non-automated methods, provided that the latter is part of any data recording system.
Personal Data Subject/Related Person	Company Stakeholders, Company Business Partners, Company Officials, Prospective Employees, Visitors, Company and Group Company http://www.sayagrup.com.tr/pdf/kvk-politikasi.pdf - page=3 Customers, Potential Customers, Third Parties and persons whose personal data are processed by the Company.

Group Company	Company/companies affiliated with the group to which the Company is affiliated.
Data Recording System	A recording system in which personal data are structured and processed according to certain criteria.
Data Controller	The natural or legal person who determines the purposes and methods of processing personal data and is responsible for the establishment and management of the data recording system.
Data Processor	A natural or legal person who processes personal data on behalf of the data controller based on the authorization granted by the data controller.
Explicit Consent	Consent regarding a specific subject that is based on information and is expressed in free will.
Anonymization	The process of making the data previously associated with a person impossible to associate with an identified or identifiable natural person under any circumstances, even by matching it with other data.
Law	Law No. 6698 on the Protection of Personal Data.
PDP Board	Personal Data Protection Board.