

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

Text Description:

Şölen Çikolata Gıda San ve Tic. A.Ş. 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:

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CHAPTER ONE

At ŞÖLEN ÇİKOLATA GIDA SANAYİ VE TİCARET ANONİM ŞİRKETİ (hereinafter referred to as “ŞÖLEN”), our goals are to inform any Company Partners, Company Officials, Employees, Prospective Employees, Suppliers, Dealers, Customers, Potential Customers, Visitors, Consultants, Third Parties, and any other real or legal entity about all administrative, technical, and managerial measures taken regarding the processing and protection of personal data pursuant to Law No. 6698 on the Protection of Personal Data (“Law”), to ensure full compliance of our Company with the relevant legislation, and to protect the rights of all individuals 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 their personal data. This right includes being informed of, having access to, and requesting the correction and deletion of personal data, and to be informed whether these are used 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. Processing of Personal Data

1.1. General Principles

- ŞÖLEN acts in accordance with the law and the rules of integrity 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 personal data.
- If there is a period of time stipulated in the relevant legislation for the storage of data, ŞÖLEN complies with these periods. It retains personal data only for the period necessary for the purpose for which they are processed. It securely deletes and/or destroys the relevant personal data at the end of the stipulated period.

2. Terms of Processing Personal Data

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

- It is expressly provided for by the laws. For example, invoices issued by our company specifying the personal data of the addressee.
- It is mandatory for the protection of life or the physical integrity of the person himself/herself or of any other person, who is unable to provide consent due to physical disability or whose consent is not deemed legally valid. For example, sharing personal information in case of emergency intervention for health reasons in case the individual 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, sharing the parties' notification addresses and bank details.
- 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 some personal data for proof in a lawsuit filed against our Company by its own employee.
- 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 individual.

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 individual.

- Sensitive personal data other than data on health and sexual life may be processed without the explicit consent of the data subject in cases stipulated by law.
- Sensitive categories of personal data relating to health and sexual life may only be processed for the purposes of protecting 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 individual. 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 processed in accordance with the provisions of the Law and other relevant laws, 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 disappear.

Personal data is deleted and destroyed in such a way that it cannot be reused or recovered. Accordingly, data is irretrievably deleted from 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 individual (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 INDIVIDUALS, THEIR RIGHTS, AND ŞÖLEN'S OBLIGATIONS UNDER PDP LAW

1. Obligation to Inform Individuals

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 collecting personal data. It also fulfills the disclosure obligation regarding the rights of individuals.

2. Rights of Individuals Under PDP Law

Individuals have the right to:

- Learn whether their personal data is processed or not,
- If their data is processed, request information regarding thereto,
- Learn the purpose for which their data is being processed and whether or not it is used in accordance with the stated purpose,
- Learn about the persons/institutions inside or outside the country to which their personal data is transferred,
- Request the correction of the processed personal data if it is incomplete or inaccurate,
- Ask for their data to be deleted or destroyed,
- Request notification to third parties to whom personal data is transferred,
- Object to any unfavorable outcomes against them as the individual since the processed data was exclusively analyzed by automated systems,
- Request compensation for damages in the event that they incur damages due to the processing of their personal data in violation of the law.

ŞÖLEN informs individuals of their rights, provides guidance on how to exercise such rights, and undertakes the necessary internal functioning, administrative, and technical arrangements for all these.

3. Method to be Employed by Individuals While Exercising Their Rights

Individuals may submit their requests regarding the implementation of the Law to ŞÖLEN in writing with an application form or with a secure electronic signature or by other methods to be determined by the Personal Data Protection Board (“Board”) by sending it to the address on the application form.

ŞÖLEN finalizes these requests 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 requests or reject them by explaining its reasoning, and must notify the individual(s) concerned in writing or electronically of their response. If the request is accepted, ŞÖLEN fulfills the necessary requirements in line with the request of the individual.

In cases where the application is rejected, the response is found insufficient, or the application is not responded to in due time; the individual has the right to file a complaint to

the Board within thirty days from the date of learning the response and, in any case, within sixty days from the date of application.

4. Obligation to Ensure Data Security

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

5. Obligation to Register with the Data Controllers Registry

ŞÖLEN, as the data controller, shall register with the Data Controllers Registry.

CHAPTER FOUR

STORAGE, DELETION, DESTRUCTION, AND ANONYMIZATION OF PERSONAL DATA

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

Data may also be processed for more than one purpose, and in such a case, 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

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 individual, if the reasons requiring their processing disappear.

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

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 carry the meanings set out below:

Company	ŞÖLEN ÇİKOLATA GIDA SANAYİ ve TİCARET ANONİM ŞİRKETİ.
Personal Data	All variety of information regarding an identified or identifiable natural 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.
Individual/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 to 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 entity 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 entity 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 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.