

SZUTEST CONFORMITY ASSESSMENT INC (hereinafter referred to as SZUTEST) attaches great importance to the protection of your personal data as the Data Controller. With this Privacy Notice, we would like to inform you about your personal data in accordance with the Personal Data Protection Law No. 6698 (PDPL), the European Union General Data Protection Regulation (GDPR), the Communique on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform and other legislation.

SZUTEST has adopted the following principles when processing personal data.

- Compliance with the law and honesty rules.
- Being accurate and up-to-date when necessary.
- Processing for specific, explicit and legitimate purposes.
- Being relevant, limited and restrained for the purpose for which they are processed.
- To be kept for the period required by the relevant legislation or for the purpose for which they are processed.

**Identity of the data controller**

Company Title : SZUTEST CONFORMITY ASSESSMENT INC.  
Mersis No : 07888048777400001  
Contact info : TATLISU MAHALLESI AKIF INAN SOKAK NO: 1/1 UMRANIYE/ ISTANBUL  
Phone No : +90 216 469 4666  
E-mail address : kvkaydinlatma@szutest.com.tr  
Registered E-Mail : szutest@hs01.kep.tr

**For what purpose personal data will be processed**

Personal Data Category	Personal Data
Identity	Name, Surname, Signature, TR Identity Number, Title, Tax Number, Tax Office, Gender, Date of Birth, Nationality, Place of Registration, Identity Card Serial Number, Place of Birth, Father's Name, Mother's Name
Contact	E-Mail Address, Contact Address, Telephone No, Fax No, Registered E-mail
Legal Transactions	Information in the Case File, Information in Correspondence with Judicial Authorities
Customer Transaction	Request/Complaint Information, Information on Box Office Receipts, Billing Information, Check Information, Offer/Contract Information
Physical Space Security	Camera Recordings
Finance	Amount/Fees Information, IBAN No
Professional experience	Diploma Information, Professional Experience Information, Vocational Qualification Information, Exam Information, Certificates, Education Information
Marketing	Information Obtained from the Survey (Customer Satisfaction Survey)
Video and Audio Recordings	Video and Audio Recordings

Special Category Personal Data	Special Nature Personal Data
Health Information	Disability Information, Blood Group Information, Device and Prosthesis Information, Personal Health Information
Criminal Conviction and Security Measures	Information on Criminal Conviction, Information on Security Measures

Your personal data in these forms is processed by us in accordance with the restrictions specified in the law.

SZUTEST, as the Conformity Assessment Body, processes personal data within the scope of its main activities below.

- Execution of Product Certification Activities
- Execution of Management System Certification Activities
- Execution of Personnel Certification Activities
- Execution of Halal Certification Activities
- Execution of Test/Experiment Activities
- Execution of Inspection Activities
- Execution of Laboratory Activities
- Other Conformity Assessment Activities

SZUTEST processes personal data of customers for the following purposes.

- Execution of Authorization and Accreditation Processes
- Execution of Application Processes
- Execution of Planning Processes
- Execution of Audit and Reporting Processes
- Execution of Certification and Certification Processes
- Execution of Information Security Processes
- Execution of Training Activities
- Execution of Activities in Compliance with the Legislation
- Execution of Finance and Accounting Affairs

- Ensuring Physical Space Security
- Execution of Assignment Processes
- Follow-up and Execution of Legal Affairs
- Carrying out Internal Audit / Investigation / Intelligence Activities
- Execution of Communication Activities
- Execution / Supervision of Business Activities
- Receiving and Evaluating Suggestions for Improvement of Business Processes
- Execution of Business Continuity Ensuring Activities
- Execution of Goods / Services Procurement Processes
- Execution of Goods / Services After-Sales Support Services
- Execution of Goods / Services Sales Processes
- Execution of Customer Relationship Management Processes
- Execution of Activities for Customer Satisfaction
- Organization and Event Management
- Execution of Performance Evaluation Processes
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Contract Processes
- Execution of Strategic Planning Activities
- Follow-up of Requests / Complaints
- Ensuring the Security of Movable Property and Resources
- Execution of Marketing Processes of Products / Services
- Execution of Skills / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations

**Method and legal reason for collecting personal data**

SZUTEST is a Notified Body operating both at domestic and foreign and a conformity assessment body with the authorizations it has received from various accreditation-authorization bodies, in accordance with the Communiqué on the Appointment of SZUTEST Conformity Assessment Inc as a Notified Body. For this reason, there are many national and international regulations that our Company is subject to in its establishment and operation. Our company performs its duties within the framework of the Regulation on the Accreditation of Conformity Assessment Bodies, the Regulation on Conformity Assessment Bodies and Notified Bodies, the Regulation on the Accreditation of Halal Conformity Assessment Bodies, other legislation and international standards.

SZUTEST, regarding its activities, continues providing services as a Conformity Assessment body authorized by the Republic of Turkey Ministry of Health, Ministry of Environment and Urbanization, Ministry of Family, Labor and Social Services, Ministry of Energy and Natural Resources, Ministry of Industry and Technology, Ministry of Commerce and the Vocational Qualifications Authority, accredited by the Turkish Accreditation Agency (TURKAK), Halal Accreditation Agency (HAK), International Accreditation Services (IAS), approved by the European Commission (CE 2195).

Your personal data is obtained and processed within the scope of the contractual relationship with our Company, for completion of additional documents requested in applications such as application forms, receipt of the offer, application and contract annexes (such as signature circular, tax plate, SGK service list), audit sets (audit plans, audit programs, opening and closing meeting minutes, document coverage forms, checklists, audit reports, nonconformity and corrective action plans, within the scope of fulfillment of contractual obligations, fulfillment of legal financial obligations, customer complaints, objections and suggestions, visit and meeting minutes, creation of customer lists and reporting processes, the creation of the contracts and undertakings and the fulfillment of the obligations arising from the contract in the subsequent processes, the payment of the dues and the execution of the communication activities (mail, power plant call, etc.). You transmit your data to our Company through verbal or hand-delivered, written channels such as e-mail.

Your personal data obtained are processed automatically and non-automatically by physical filing through software and applications used by our Company.

Your personal data obtained by our company is processed on the conditions that it is clearly stipulated in the laws in accordance with PDPL article 5/2-a, mandatory for our Company to fulfill its legal obligations pursuant to PDPL article 5/2-ç, request/complaint management information, within the scope of the contractual relationship between you and our Company in accordance with PDPL article 5/2-c, if data processing is mandatory for the establishment of a right in accordance with PDPL article 5/2-e, provided that it does not harm your fundamental rights and freedoms in accordance with PDPL article 5/2-f and provided that data processing is mandatory for the legitimate interests of the Company, due to the fulfillment of obligations under Personal Data Protection Law No. 6698, Labor Law No. 4857, Occupational Health and Safety Law No. 6331, Vocational Qualifications Authority No. 5544 and Some Related Regulations Law, the Environmental Law No. 2872, other legislation, subjected international standards, guidelines and instructions.

Your video and audio data in camera recording taken in the vocational qualification exams are obtained because it is clearly stipulated in the laws within the scope of Article 12/1-m of the Vocational Qualifications Authority Examination, Measurement, Evaluation and Certification Regulation.

Within the scope of article 12/k of the relevant regulation and the Occupational Health and Safety Law No. 6331, Regulation on Occupational Hygiene Measurement, Test and Analysis Laboratories article 15, employment periodic examination form, health reports, information on disability, your health information as a part of occupational health and safety measures, is obtained by workplace doctor and authorized persons with your explicit consent in accordance with Article 6/2 of the PDPL, within the scope of our Company's legal obligations. Information on criminal conviction and security measures regarding your criminal record obtained within the scope of the Vocational Qualification Certificate application form is obtained and processed within the scope of your explicit consent in accordance with Article 6/2 of the PDPL.

In order to ensure physical space security, security camera recordings are obtained and processed within the scope of our Company's legitimate interests in accordance with Article 5/2-f of the PDPL.

Your video and audio recording on the company's social media accounts and website is only obtained and processed with your explicit consent in accordance with Article 5/1 of the PDPL.

In order to inform you about advertisements and campaigns, commercial electronic messages can only be sent pursuant to article 5/1 of the PDPL, if you give your consent through the Message Management System (IYS), as regulated in article 5, with the exceptions in article 6 of the Regulation on Commercial Communication and Commercial Electronic Messages numbered 6563.

If you communicate with WHATSAPP, your personal data is processed for the purpose of carrying out communication activities. If you send a message to our Company through the application called WHATSAPP, your personal data is obtained and processed within the scope of your explicit consent in accordance with Article 5/1 of the PDPL. Your personal data is obtained automatically through the WHATSAPP application.

**Important Note: Due to the use of foreign service providers in communications via WHATSAPP, your personal data may be sent abroad and may pose a risk to the security of your information. For the security of your personal data, we recommend that you contact us via our corporate e-mail address.**

#### **To whom and for what purpose personal data can be transferred**

By means of this Privacy Notice, you are informed that your processed personal data can be shared with group companies (SZUTEST SOFTWARE TECHNOLOGIES INDUSTRY AND TRADE LTD. COMPANY, SZUTEST JOINT HEALTH AND SAFETY UNIT LTD. COMPANY, EGITIM101 EDUCATION SERVICES INC, SZUTEST KONFORMITÄTSBEWER-TUNGSSTELLE GMBH GERMANY, SZUTEST LTD. BULGARIA, MALTA CONFORMITY ASSESSMENT HOLDING LTD. MALTA) and SZUTEST's domestic and foreign communication offices ([www.szutest.com.tr/iletisim](http://www.szutest.com.tr/iletisim)) when necessary in order to carry out business organization and planning in accordance with the above purposes and the conditions in Articles 8 and 9 of the PDPL, with explicit consent in cases where explicit consent is required by law, and in cases where it is mandatory within the framework of the conditions determined by the law and to the extent necessary.

Your personal data may be shared with authorized public institutions and organizations, companies that receive consultancy services, banks and auditors as it is mandatory for the Company to fulfill its legal obligations within the scope of the Code of Obligations, the Commercial Code, the Tax Procedure Law, the Occupational Health and Safety Law No. 6331 and other legislation. It can be shared with authorized national organizations and authorized international organizations in order to carry out authorization and accreditation processes. In order to fulfill the contractual relationship between you and the company, your personal data may be shared with domestic and foreign customers, suppliers and, if necessary, third parties. Your personal data can be shared with domestic and foreign information technology companies outside the Company within the scope of receiving information technology services. In addition, in the event of a dispute or when requested by official authorities (such as judicial and administrative authorities), your personal data may be shared with these authorities, consulting attorney's offices and supervisory authorities, within the scope of the Company's legal obligation and where data processing is necessary to establish a right. Our company is audited by official public institutions and organizations, authorized auditor institutions within the scope of fulfilling its legal obligations and legal obligations within the scope of its field of activity, and your information can be shared with authorized auditors.

Your audio and video recordings obtained in the vocational qualification exams may be shared with the Vocational Qualifications Authority and, in case of inspection, the relevant authorities and the inspecting official institutions. Your criminal record can be transferred to outsourced personnel, Relevant Institution and authorized auditors in accordance with professional qualification legislation and applicable national and international standards. Your audio-video recording on company social media accounts and company website is only shared with your explicit consent in accordance with Article 9/1 of the PDPL and transferred abroad. If you give your consent to send commercial electronic messages, your personal data can be transferred to foreign service providers within the scope of your explicit consent in accordance with Article 9/1 of the PDPL.

Your personal data obtained through WHATSAPP is sent to authorized public institutions and organizations in order that it is mandatory for the Data controller to fulfill its legal obligations, to judicial and administrative authorities for the follow-up and execution of legal affairs, and it can be transferred abroad since the headquarters of the WHATSAPP Inc. company is abroad (United States) within the scope of your explicit consent in accordance with Article 9/1 of the PDPL.

#### **Other rights of the related person as listed in Article 11**

Dear customer, we inform you that you have the following rights in accordance with Article 11 of the PDPL:

- Learning whether personal data is processed or not,
- If personal data has been processed, requesting information about it,
- To learn the purpose of processing personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred in the country or abroad
- Requesting correction of personal data in case of incomplete or incorrect processing
- Requesting the deletion or destruction of personal data,
- Requesting notification of the transactions regarding the correction, deletion or destruction of personal data to the third parties to whom the personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- Requesting the compensation of the damage in case of loss due to unlawful processing of personal data

You can submit your requests regarding your rights in Article 11 of the PDPL to our company by filling in the FR.VYS.03 RELATED PERSON APPLICATION FORM, which you can access on our website "www.szutest.com" according to the Communiqué on Procedures and Principles for the Request to Data

Controller. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest; however, if the transaction requires an additional cost, you may be charged a fee according to the tariff to be determined by the Personal Data Protection Board.

***I have read and understood the Customer Privacy Notice above. I undertake to notify SZUTEST immediately if there is a change in my personal data contained in this Text.***

**Name-surname:**

**Date:**

**Signature:**