

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 Communiqué 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 MAHALLESİ AKIF INAN SOKAK NO: 1/1 UMRANIYE/ İSTANBUL
 Phone No : +90 216 469 4666
 E-mail address : kvkkaydinlatma@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, Mother's Name, Father's Name, Gender, Date of Birth, Place of Birth, Place of Registration, Identity Card Serial No, TR Identity No, Title, Nationality, Tax Office, Tax Number, Photograph, Exam ID
Contact	Contact Address, Telephone No., E-Mail Address, Fax No.
Customer Transaction	Request/Complaint Information, Offer/Contract Information
Physical Space Security	Camera Recordings
Finance	IBAN, Amount/Fees Information
Professional experience	Diploma Information, Professional Experience Information, National Qualification Code and Name
Video and Audio Recordings	Video and Audio Recordings

Special Category Personal Data	Special Nature Personal Data
Health Information	Disability Information

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 potential customers for the following purposes.

- Execution of Authorization and Accreditation Processes
- Execution of Application Processes
- Execution of Planning Processes
- Execution of Information Security Processes
- Execution of Employee Satisfaction and Loyalty Processes
- Execution of Audit / Ethical Activities
- Execution of Training Activities
- Execution of Access Authorizations
- Execution of Activities in Compliance with the Legislation
- Ensuring Physical Space Security,
- Follow-up and Execution of Legal Affairs
- Execution of Communication Activities
- Execution / Supervision of Business Activities
- Execution of Business Continuity Ensuring Activities
- Execution of Goods / Services Sales Processes

- Execution of Activities for Customer Satisfaction
- Organization and Event Management
- Execution of Advertising / Campaign / Promotion Processes
- Execution of Contract Processes
- Follow-up of Requests / Complaints
- Execution of Marketing Processes of Products / Services
- Execution of Skills / Career Development Activities

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).

From your personal data; your personal data is obtained and processed within the scope of the application forms you have made due to the establishment of a service relationship with our company and the documents requested in their annexes (such as identity photocopy, signature circular), the forms kept within the scope of the visits made for the purpose of establishing a service relationship, and the execution of communication activities (mail, power plant call, website, etc.). In this context, you transmit your personal 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, 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, Vocational Qualifications Authority No. 5544 and other Related Regulations.

Your "information about disability" requested in the Vocational Qualification Application Form is obtained and processed with your explicit consent, pursuant to article 6/2 of the PDPL, as required by legal obligation.

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.

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) 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 as it is mandatory for the Company to fulfill its legal obligations within the scope of the Vocational Qualifications Authority Law No. 5544 and other legislation. 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-video recording on company social media accounts and company website is shared in public only with your explicit consent. Your personal data transferred abroad are only transferred abroad with 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 potential 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 Potential 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: