

CLARIFICATION TEXT ON THE PROCESSING/PROTECTION OF PERSONAL DATA

Peteng Petrokimya Sanayi Mühendislik Hizmetleri A.Ş. (PETENG) prioritizes the security of your personal data and takes the utmost care to protect it. With this understanding, PETENG places great importance on processing and preserving all kinds of personal data belonging to individuals associated with PETENG in accordance with Law No. 6698 on the Protection of Personal Data ("Law"). Within the scope of this responsibility, and as the "Data Controller" defined by the Law, we process your personal and sensitive personal data (personal data) within the limits prescribed by legal regulations, as detailed below.

This clarification text is prepared to fulfill the obligation of informing PETENG employees, job candidates, and interns within the scope of the relevant Law and to provide information about data protection. This clarification text is published on the PETENG intranet site, bulletin boards, and official website.

Data Controller

Your personal data may be processed by PETENG as the Data Controller in accordance with Law No. 6698.

Purpose of Processing Personal Data

Your personal data may be processed by PETENG for purposes such as recruitment and placement, internship application evaluation, termination of employment, new personnel requests, monitoring company entry-exit, leave calculation, leave requests, advance requests and processing, overtime reporting, personnel file management, calculation of personnel rights (salary and fringe benefits), severance and notice payment calculations, internship processes, rewards, access requests (data, location, system), authorization, occupational health and safety monitoring, training requests and evaluations, training activities and planning, promotion-assignment-transfer and temporary assignments, position and title definitions, performance evaluation, provision and monitoring of health services, transport services, meal services, business card definitions, information security, IT registration, provision of IT support services, system user definitions, entry of personal transaction data into company systems, monitoring internet access logs via company computers, disciplinary procedures, compliance with legal obligations (e.g., notifications to the labor institution, law enforcement agencies, courts, and work accident reports), visitor entry-exit monitoring, visitor reception processes, internal audit, central control, review and investigation activities, internal announcements, production recording, quality control, R&D activities, maintenance and repair activities, recycling, opening and tracking current accounts, state support and incentive applications, business travel and accommodation tracking, business expense reporting, monthly fuel usage reporting, invoice tracking, invoicing and delivery, purchase requests, shipment processes, distributor order entry, supplier selection, facility security, asset delivery/receipt, and processes related to issuing power of attorney.

Your personal data will be processed throughout your employment relationship with PETENG and, in any case, retained within the legally mandated retention periods in accordance with the Law. Detailed information regarding the purposes of PETENG's data processing can be found in the "Personal Data Protection and Processing Policy" ("Policy"). This Policy is published on the PETENG intranet site, bulletin boards, and official website.

Transfer of Processed Personal Data

The collected personal data may be transferred to authorized public institutions (e.g., Turkish Employment Agency/İş-Kur, Ministry of Labor and Social Security, Ministry of Internal Affairs,

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Personal Data Protection Authority, etc.) and/or authorized private individuals to the extent permitted and required by law for the execution of the processes mentioned under “2. Purpose of Processing Personal Data” in this clarification text, and in accordance with the data transfer conditions specified in Articles 8 and 9 of the Law, limited to the scope outlined in the Policy.

Method and Legal Basis for Collecting Personal Data

PETENG processes your personal data within the framework of the purposes specified in the Policy. If there is any change in the purpose of data processing, additional explicit consent will be obtained.

Depending on your relationship with PETENG, your personal data may be collected through various methods, both automated and non-automated, for the purpose of conducting our activities. This includes information obtained from you through the Job Application Form, Employment Contract, Information Security and Ethics Notification Protocol, documents submitted to PETENG during the job application process, online job application forms and internship application forms available on the website, communications conducted via electronic email, cargo deliveries, information forms, etc.

Data collection may also occur through all types of communication channels, documentation systems, electronic e-forms (EBA), and verbal information sharing.

Rights of the Data Subject

Data subjects may request the following from PETENG:

- To learn whether their personal data has been processed,
- To request information if their personal data has been processed,
- To learn the purpose of processing personal data and whether it is used in line with this purpose,
- To know the third parties to whom their personal data is transferred domestically or abroad,
- To request correction of their personal data if it is incomplete or incorrect and to request notification of the third parties to whom their personal data has been transferred about such corrections,
- To request deletion or destruction of personal data under the conditions provided in the Law, even if it has been processed in accordance with the Law and other relevant legal provisions, and to request notification of the third parties to whom their personal data has been transferred about such deletion or destruction,
- To object to any unfavorable outcome resulting from the exclusive analysis of the processed data through automated systems,
- To request compensation if they incur damages due to unlawful processing of their personal data.

To exercise the rights specified in Article 11 of the Law, you can submit your request by completing the “Data Subject Application Form” and sending it to info@peteng.net. Your request will be evaluated and finalized as soon as possible and, in any case, within thirty days at the latest, depending on the nature of the request. If the process incurs an additional cost for PETENG, the fee specified in the “Communiqué on Procedures and Principles of Application to Data Controller” will be charged. In case of rejection of the request, the reasons for rejection will be communicated to the data subject in writing or electronically.

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Retention Period

Your personal data will be recorded, processed, stored, and transferred as long as the employment relationship continues and within the legally mandated retention periods in accordance with the relevant Law. When the retention period expires, your personal data will be deleted, destroyed, or anonymized in compliance with the Law and relevant regulations.

