

INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA

Pursuant to the Personal Data Protection Law No. 6698 ("PDPL"), your personal data is processed within the scope explained below by us in our capacity as the data controller.

As **AKAYLAR DENİZ NAKLİYAT SANAYİ VE TİCARET ANONİM ŞİRKETİ**, we attach great importance to the protection of the fundamental rights and freedoms of data subjects, particularly the right to privacy, in the processing of personal data, and we hereby inform you in accordance with the Personal Data Protection Law No. 6698.

1. DATA CONTROLLER

Pursuant to the PDPL, your personal data is processed by **AKAYLAR DENİZ NAKLİYAT SANAYİ VE TİCARET ANONİM ŞİRKETİ** ("Akaylar") acting as the data controller.

Processing of personal data includes obtaining, recording, storing, retaining, modifying, reorganizing, disclosing, transferring, classifying, or preventing the use of such data, by automated or non-automated means, provided that the data form part of a filing system.

Data Controller: AKAYLAR DENİZ NAKLİYAT SANAYİ VE TİCARET ANONİM ŞİRKETİ

Address: Çınar Mah. Rıfki Tongsir Cad. No:115 Nida Kule Küçükyalı A4 Blok Kat:12 İç Kapı No:63 Maltepe 34841 İstanbul

Phone: 0 (216) 389 58 94

E-mail: kvkk@akaylarshipping.com

2. CATEGORIES OF PERSONAL DATA PROCESSED

Following categories of personal data are processed by our Company:

- **Identity** (Name, surname, ID number, date of birth, etc.)
- **Contact** (Phone number, address, e-mail, etc.)
- **Location** (Vessel location information)
- **Records** (Personnel file, payroll, leave, performance)
- **Legal** (Litigation, enforcement, contractual processes)
- **Financial** (Banking, salary, payment information)
- **Experience** (Education, certificates, maritime qualifications)
- **Security** (CCTV recordings, entry and exit records)
- **Transaction Security** (Log records, access information)
- **Visual / Audio Records** (Camera footage, etc.)
- **Health Data** (Seafarer medical reports)
- **Criminal and Security** (Criminal record data)

3. PURPOSES OF PROCESSING PERSONAL DATA

Your personal data:

- Planning and execution of human resources processes,
- Conducting recruitment, placement, application, and employment processes for employees and job applicants,
- Establishment and performance of employment contracts and fulfillment of obligations arising from labor legislation,
- Management of salary, fringe benefits, incentives, performance, and career development processes,
- Assignment of vessel personnel and execution and supervision of logistics, operational, and business activities,
- Conducting occupational health and safety activities and ensuring business continuity,
- Execution of finance, accounting, and contractual processes,
- Follow-up of legal affairs, internal audit, investigation, and risk management activities,
- Ensuring physical space and security, managing access authorizations, and securing data controller operations,

- Managing customer relations and conducting sales, procurement, production, and supply chain processes,
- Conducting storage and archiving activities,
- Providing information to authorized public institutions and organizations as required by legislation,
- Creating and monitoring visitor records and conducting emergency management activities.

is processed for the following purposes

4. LEGAL BASIS

Pursuant to Articles 5 and 6 of the PDPL, your personal data;

- Fulfillment of legal obligations,
- Establishment or performance of a contract,
- Fulfillment of legal obligations,
- **Explicit consent**, where required.

are processed based on legal grounds.

5. TRANSFER OF PERSONAL DATA

Your personal data may be shared, in compliance with applicable legislation and on a limited basis, with authorized public institutions, port authorities, insurance companies, legal advisors, and relevant official authorities. Additionally, your personal data may be transferred to servers located abroad through cloud-based systems used within the scope of information technology infrastructure. Such transfers are carried out only with the explicit consent of the data subject and in accordance with Articles 8 and 9 of the PDPL.

6. RIGHTS OF THE DATA SUBJECT

Pursuant to Article 11 of the PDPL, as a data subject, you have the right to:

- Learn whether your personal data is processed,
- Request info if your personal data has been processed,
- Learn the purpose of processing and whether it is used in accordance with its purpose,
- Know the third parties to whom your personal data is transferred domestically or abroad,
- Request correction of incomplete or inaccurate personal data,
- Request deletion or destruction of personal data within the framework of the conditions stipulated in the PDPL,
- Request notification of the correction, deletion, or destruction to third parties to whom the personal transferred,
- Object to the occurrence result against you by analyzing processed data exclusively through automated systems,
- Request compensation for damages in case you suffer damage due to unlawful processing of your personal data.

Your applications will be concluded **free of charge within a maximum of 30 days**, depending on the nature of the request. However, if a fee is stipulated by the Personal Data Protection Board, the fee determined by the Board may be charged.

In order to exercise your rights specified above, you may submit your request, including the information required to verify your identity, any other requested information, and your explanations regarding the right you wish to exercise as set out under Article 11 of the Personal Data Protection Law, by delivering it in person together with identity-verifying documents to the address "**Çınar Mah. Rıfki Tongsir Cad. No:115 Nida Kule Küçükyalı A4 Block, Floor:12, Unit No:63, Maltepe 34841 İstanbul**", by sending it via registered mail with return receipt, through a notary public, or by other methods specified under the Law, or by submitting the relevant form with a secure electronic signature to akaylardeniznakliyat@hs01.kep.tr