

PRIVACY NOTICE REGARDING THE PROCESSING OF PERSONAL DATA

1. Data Controller

In accordance with the Personal Data Protection Law No. 6698 ("KVKK"), your personal data is processed by **ARKSOFT BİLİŞİM TEKNOLOJİ TİC. SAN. A.Ş.** ("Company") as the data controller, within the scope explained below.

2. Categories of Personal Data Processed

The following categories of personal data may be processed within the scope of the Company's activities:

- **Identity Data:** Name, surname, Turkish ID number, date of birth, signature, nationality information
- **Contact Data:** Phone number, e-mail address, address information
- **Customer/Transaction Data:** Requests, complaints, product and service usage information, contract information
- **Financial Data:** Bank account number (IBAN), invoice information, payment and accounting records
- **Legal Transaction Data:** Court decisions, enforcement information, dispute records
- **Personnel Data:** Personnel file information of employees
- **Special Categories of Personal Data:** Criminal record (within the scope of legal obligations, limited)
- **Visual and Audio Data:** Photographs, camera recordings (if applicable)
- **Marketing Data:** Campaign, preference, commercial electronic message consent information
- **Technical Data:** Log records, IP address, system access records

3. Purposes of Processing Personal Data

Your personal data is processed for the following purposes:

- Provision of products and services and execution of contract processes
- Management of customer relations and support processes
- Execution of human resources processes
- Fulfillment of accounting, finance and legal reporting activities
- Compliance with legal obligations and official authority requests
- Execution of information security processes
- Execution of marketing and communication activities (subject to consent)

4. Legal Grounds for Processing Personal Data

Your personal data is processed based on the following legal grounds specified in Articles 5 and 6 of the KVKK:

- Processing is explicitly stipulated by laws
- Processing is directly related to the establishment or performance of a contract
- Processing is necessary for the data controller to fulfill its legal obligation
- Processing is necessary for the establishment, exercise or protection of a right
- Explicit consent of the data subject (where required)

Special categories of personal data are processed only within the scope of legal obligations and with necessary technical and administrative measures in place.

5. Transfer of Personal Data

Your personal data may be transferred to:

- Authorized public institutions and organizations
- Banks and financial institutions
- Suppliers providing legal, financial advisory, audit and information technology services
- Business partners

In accordance with Articles 8 and 9 of the KVKK; your personal data may be shared with Company employees or third-party business partners and affiliated close business and solution partners to the extent necessary for: the Company's legitimate interests, situations explicitly stipulated by law, fulfillment of legal obligations related to employee employment, cases where data processing is mandatory for the establishment, exercise and protection of rights in legal proceedings, or with your explicit consent for evaluating your suitability for potential future positions in relation to your job application.

6. Method of Collecting Personal Data

Your personal data is collected through websites, e-mail, contracts, application forms, call centers, software systems and physical documents, by automated or non-automated means.

7. Retention Period

Your personal data is retained for the periods stipulated in the relevant legislation and limited to the purposes of processing; upon expiration of the retention period, it is deleted, destroyed or anonymized.

8. Rights of the Data Subject

Within the scope of Article 11 of the KVKK, data subjects have the right to:

- Learn whether their personal data is being processed
- Request information if their 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 their personal data is transferred domestically or abroad
- Request correction if their personal data is incomplete or inaccurate
- Request deletion or destruction within the framework of the conditions stipulated in the KVKK
- Request notification of these operations to third parties to whom their personal data has been transferred
- Request compensation for damages in case of damage due to processing contrary to the law

Requests may be submitted via **info@arksoft.com.tr**.

9. Effective Date

This Privacy Notice enters into force on the date of publication and is updated when necessary.