

## Akyapak Communication Form Privacy Notice

### 1. About the Data Controller

As **AKYAPAK ULUSLARARASI DIŞ TİCARET MAK. SAN. A.Ş.** and **AKYAPAK MAKİNA SANAYİ VE TİCARET A.Ş.** (collectively, the “**Company**”), we prioritize the confidentiality and security of your personal data. All information obtained via our contact form is processed by our Company as the data controller in accordance with the provisions of the Turkish Personal Data Protection Law (KVKK).

### 2. Purpose and Legal Grounds for Data Processing

The personal data you provide via the contact form will be processed for the following purposes and based on the legal grounds specified below:

- **Management of Requests, Suggestions, and Complaints:**

Your opinions, suggestions, requests, or complaints submitted via the contact form will be reviewed, monitored, and resolved.

*Legal Basis:* KVKK Article 5/2 (d) and (f) – Public disclosure by the data subject. Processing is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.

- **Establishing Communication and Process Management:**

We will respond to your inquiries, contact you as requested, and direct you to the appropriate department.

*Legal Basis:* KVKK Article 5/2 (d) and (f) – Public disclosure by the data subject. Processing is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.

- **Execution of Legal Procedures:**

Your data may be processed in order to defend our legal rights and manage legal proceedings in the event of a potential dispute.

*Legal Basis:* KVKK Article 5/2 (e) – Processing is necessary for the establishment, exercise, or protection of a right.

- **Fulfillment of Legal Obligations:**

In cases where a competent public institution or organization requests information from our Company or when a legal notification is required, your data may be transferred accordingly.

*Legal Basis:* KVKK Article 5/2 (ç) – Fulfilling legal obligations.

### 3. Transfer of Your Personal Data

The personal data collected may be:

- Shared, to a limited extent, with our business partners, affiliated companies, subsidiaries, and suppliers in order to provide our services more efficiently.
- Transferred to the relevant public institutions in order to comply with our legal obligations or upon request by official bodies.

All such transfers will be carried out in accordance with the provisions of the KVKK and the applicable legislation.

#### **4. Method of Data Collection**

Our Company collects the personal information you provide via the contact form through an online form available on our website, using either fully automated or semi-automated methods. These data are processed in accordance with the purposes and legal grounds stated above.

#### **5. Your Rights Under the KVKK**

In relation to your personal data, you have the following rights under Article 11 of the KVKK:

- **Right to Access:** You may request information about the personal data we are processing.
- **Right to Correction:** You may request the correction of any inaccurate or incomplete data.
- **Right to Deletion:** You may request the deletion of data processed in violation of the law.
- **Right to Restrict Processing:** You may request the limitation of the processing of your data.
- **Right to Object:** You may object to the processing of your data.
- **Right to Data Portability:** Upon request, you may receive your data in an electronic format.

To exercise any of these rights or to obtain further information, please contact us using the details below:

**Data Controller:**

**AKYAPAK ULUSLARARASI DIŞ TİCARET MAK. SAN. A.Ş. and AKYAPAK MAKİNA SANAYİ VE TİCARET A.Ş.**

**Email:** [kvkk@akyapak.com.tr](mailto:kvkk@akyapak.com.tr)

**Address:** Hasanağa OSB Mah. HOSAB Sanayi Cad. No: 62, Nilüfer/Bursa, Turkey

Your requests will be evaluated and resolved within a maximum period of 30 days. If applicable, a fee may be charged according to the tariff specified under the KVKK.