

GENERAL DISCLOSURE TEXT ON THE PROCESSING OF PERSONAL DATA

Data Supervisor: Limak Havacılık İletişim Eğitim ve Ticaret AŞ

*Hafta Sokak, No: 9, GOP, Çankaya, Ankara,
Türkiye*

As **Limak Havacılık İletişim Eğitim ve Ticaret AŞ** (hereinafter referred to as "**Limak Havacılık**"); we have prepared this General Clarification Text Regarding the Processing of Personal Data in order to enlighten the data owners regarding the processing, storage and transfer of your personal data within the framework of the Personal Data Protection Law No. 6698 ("**KVKK**") and related legislation and activities arising from legal regulations.

- Employee
- Employee Candidate
- Business Connections
- Public Official
- Shareholder
- Supplier Employee
- Supplier Officer
- Product or Service Recipient
- Member of Board of Directors
- Visitor

Which of Your Personal Data is Processed and What are the Purposes of Processing Your Personal Data?

Employee

Detailed information about the processed personal data of employees is published in a manner accessible only to our employees, and they have been provided with detailed information in this regard.

If you are a former employee of Limak Havacılık, you can submit your requests regarding your personal data processed and use your rights by using one of the application methods in this Clarification Text.

Employee Candidate	
Identity Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Name and Surname ● Photo ● Age ● Military Status ● Marital Status ● Date of Birth ● Gender ● Place of Birth ● Signature 	<p>Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes</p>
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> ● Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract ● Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller 	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	
Contact Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Mobile Phone Number ● E-Mail address ● Residence address ● Home Phone Number 	<p>Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes</p>
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> ● Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract 	

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

Purposes of Processing Personal Data

- Suitability for Work

Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Professional Experience Information

Processed Personal Data

Purposes of Processing Personal Data

- Curriculum Vitae Information
- Reference Information
- Driving License Information
- Certificates
- On-the-Job Trainings
- Courses and Seminars Attended
- Academic Publications
- Certificate of Employment
- Computer Use

Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes

Knowledge <ul style="list-style-type: none"> • Foreign Language Knowledge • Diploma Information 	
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> • Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract • Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller 	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	
Legal Action Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • Ongoing Lawsuit/Execution Proceedings Information 	<p>Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes</p>
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> • Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract • Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller 	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	
Criminal Conviction and Security Measure Information	
Processed Personal Data	Purposes of Processing Personal Data

<ul style="list-style-type: none"> • Criminal Record 	Execution of Employee Candidate / Intern / Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, Execution of Activities in Compliance with Legislation, Planning Human Resources Processes, Execution of Contract Processes
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Legal Grounds for Processing Personal Data

As Limak Havacılık, we process your personal data related to criminal convictions and security measures in line with the above-mentioned purposes, based on the legal reason stated in Article 6 of the KVKK that "*Sensitive personal data other than health and sexual life can be processed without seeking the explicit consent of the person concerned in cases stipulated by law*".

Except for the limitations specified in Article 6 of the KVKK, the processing of your data with criminal conviction and security measures will only be realized depending on your explicit consent.

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Business Connections

Identity Information

Processed Personal Data

- Name and Surname
- TR Identity Number
- Date of Birth
- Gender
- Age

Purposes of Processing Personal Data

Execution of Management Activities

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data

Purposes of Processing Personal Data

- E-Mail address
- Workplace Phone Number
- Mobile Phone Number

Execution of Management Activities

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

Purposes of Processing Personal Data

- Position/Title
- Travel Information (Departure/Departure Dates, Accommodation Information)

Execution of Management Activities

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Public Official

Identity Information

Processed Personal Data

- Name and Surname
- Signature
- Initial:
- Kas
- E-signature

Purposes of Processing Personal Data

Execution of Audit/Ethical Activities, Execution of Activities in Compliance with the Legislation, Execution of Goods/Service Production and Operation Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data

- Workplace Address
- Workplace Name-Title
- Mobile Phone Number
- Fax Number
- Workplace Phone Number
- E-Mail Address

Purposes of Processing Personal Data

Execution of Audit/Ethical Activities, Execution of Activities in Compliance with the Legislation, Execution of Goods/Service Production and Operation Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

- Position/Title Information

Purposes of Processing Personal Data

Execution of Audit/Ethical Activities, Execution of Activities in accordance with the Legislation, Execution of Goods/Service Production and Operation Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract,
- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Shareholder

Identity Information

Processed Personal Data

- Name and Surname
- TR Identity Number
- Signature circulars
- Original/Photocopy of Power of Attorney

Purposes of Processing Personal Data

Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Contract Processes, Execution of Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations

<ul style="list-style-type: none"> • Signature • Identity Card - Photocopy of Identity Card 	
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Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- It is mandatory for the data controller to fulfill its legal obligation,
- That it is clearly stipulated in the laws and
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • E-Mail address • Mobile Phone Number • Workplace Phone Number • Workplace Name-Title • Workplace Address • Fax Number • Residence-Postal Address 	<p>Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Contract Processes, Execution of Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations</p>

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- It is mandatory for the data controller to fulfill its legal obligation,
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Position/Title Information 	Execution of Finance and Accounting Affairs, Execution of Contract Processes, Execution of Investment Processes
Legal Grounds for Processing Personal Data	
Your personal data are processed by Limak Havacılık on the basis of the legal reason that it is necessary to process personal data belonging to the parties to the contract, provided that it is directly related to the establishment or performance of a contract specified in Article 5 of the KVKK, in line with the realization of the above-mentioned purposes.	
Methods of Collecting Personal Data	
Your personal data mentioned above are collected through printed and electronic forms.	

Supplier Employee	
Identity Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Name and Surname Signature TR Identity Number Foreigner Identification Number Date of Birth 	Execution of Audit/Ethical Activities, Execution of Training Activities, Execution of Activities in accordance with the Legislation, Ensuring the Security of Physical Space, Execution of Goods / Service Procurement Processes, Execution of Goods / Service Production and Operation Processes, Execution of Risk Management Processes, Execution of Contract Processes, Ensuring the Security of Movable Goods and Resources, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	
Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK; <ul style="list-style-type: none"> That it is clearly stipulated in the laws, It is mandatory for the data controller to fulfill its legal obligation, Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract 	

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data

- Mobile Phone Number
- Workplace Phone Number
- Postal address
- E-Mail address
- Workplace Address
- Workplace Name-Title
- Fax Number

Purposes of Processing Personal Data

Execution of Audit/Ethical Activities, Execution of Training Activities, Execution of Activities in Accordance with the Legislation, Execution of Goods / Service Procurement Processes, Execution of Goods / Service Production and Operation Processes, Execution of Risk Management Processes, Execution of Contract Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

- Position/Title
- Flight Operations Specialist License Number
- Training Date and Time
- Subject of the training:
- Assignment Start/End Dates

Purposes of Processing Personal Data

Execution of Audit/Ethical Activities, Execution of Training Activities, Execution of Activities in Compliance with the Legislation, Ensuring the Security of Physical Space, Execution of Goods / Service Procurement Processes, Execution of Goods / Service Production and Operation Processes, Execution of Risk Management Processes, Execution of Contract Processes, Ensuring the Security of Movable Property and Resources,

	Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> • That it is clearly stipulated in the laws, • It is mandatory for the data controller to fulfill its legal obligation, • Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract • Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller 	
Methods of Collecting Personal Data	
Your personal data mentioned above are collected through printed and electronic forms.	
Physical Space Security Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • CCTV Recordings 	Ensuring the Security of Physical Space, Ensuring the Security of Movable Property and Resources
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> • That it is mandatory for the data controller to fulfill its legal obligation • Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller 	
Methods of Collecting Personal Data	
Your personal data mentioned above is collected through CCTV systems.	
Professional Experience Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • Certificates • On-the-Job Training Information • License Number 	Execution of Training Activities, Execution of Activities in Compliance with the Legislation, Execution of Goods/Service Production and Operation Processes, Ensuring the Security of Data Controller Operations

<ul style="list-style-type: none"> ● Curriculum Vitae Information ● Vocational Qualification Assessment Forms 	
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> ● That it is clearly stipulated in the laws, ● That it is mandatory for the data controller to fulfill its legal obligation ● Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract ● is mandatory for the fulfillment of its obligation. 	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	

Supplier Officer	
Identity Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Name and Surname ● Tax identification number ● Signature circulars ● Signature ● TR Identity Number ● Identity Card - Photocopy of Identity Card ● Initial: ● Stamp 	<p>Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution/Supervision of Business Activities, Execution of Goods/Service Procurement Processes, Execution of Goods/Service Production and Operation Processes, Execution of Contract Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p>	

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data

- E-Mail address
- Mobile Phone Number
- Workplace Phone Number
- Workplace Name-Title
- Workplace Address
- Kep address:
- E-Mail address
- Fax Number

Purposes of Processing Personal Data

Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution/Supervision of Business Activities, Execution of Goods/Service Procurement Processes, Execution of Goods/Service Production and Operation Processes, Execution of Contract Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

- Position/Title Information

Purposes of Processing Personal Data

Execution of Activities in Compliance with Legislation, Execution of Finance and Accounting Affairs, Execution/Supervision of Business Activities, Execution of Goods/Service Procurement Processes, Execution of Goods/Service Production and Operation Processes, Contract

	Execution Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations
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Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Customer Transaction Information

Processed Personal Data

Purposes of Processing Personal Data

- Invoice, bill, check information

Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution/Supervision of Business Activities, Execution of Goods/Service Procurement Processes, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Finance Information

Processed Personal Data

Purposes of Processing Personal Data

- Bank Account Information

Execution of Activities in Compliance with the Legislation, Execution of Financial and Accounting Affairs, Execution/Supervision of Business Activities,

<ul style="list-style-type: none"> ● Capital Information ● VAT Declaration Amount 	Execution of Goods / Service Procurement Processes, Providing Information to Authorized Persons, Institutions and Organizations
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Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Professional Experience Information

Processed Personal Data

- License Certificate
- Vocational Qualification Certificate
- On-the-Job Training Documents
- Certificates

Purposes of Processing Personal Data

Execution of Activities in accordance with the Legislation, Execution of Contract Processes, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Product or Service Recipient

Identity Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Name and Surname ● TR Identity Number ● Passport Number ● Passport Photocopy ● Photocopy of Weapon License ● Identity Card - Photocopy of Identity Card ● Gender ● Foreigner Identification Number ● Tax identification number ● Signature 	<p>Execution of Audit/Ethical Activities, Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods/Service Sales Processes, Execution of Goods/Service Production and Operation Processes, Execution of Risk Management Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>
Legal Grounds for Processing Personal Data	
<p>Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;</p> <ul style="list-style-type: none"> ● That it is clearly stipulated in the laws, ● That it is mandatory for the data controller to fulfill its legal obligation ● Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract 	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	
Contact Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Residence address ● Home Phone Number ● Mobile Phone Number ● Work Phone Number ● Postal address ● Emergency Contact Phone Number ● Workplace Name-Title ● E-Mail address ● Workplace Address ● Fax Number 	<p>Execution of Audit/Ethical Activities, Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods/Service Sales Processes, Execution of Goods/Service Production and Operation Processes, Execution of Risk Management Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>

<ul style="list-style-type: none"> Registered Electronic Mail: Kep address: 	
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Legal Grounds for Processing Personal Data

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- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Position/Title Information Travel Information Flight Date and Time 	Execution of Audit / Ethical Activities, Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods / Service Sales Processes, Execution of Goods / Service Production and Operation Processes, Execution of Risk Management Processes, Ensuring the Security of Data Controller Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

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- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Customer Transaction Information

Processed Personal Data	Purposes of Processing Personal Data
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<ul style="list-style-type: none"> Request/Order Information Invoice, bill, check information 	Execution of Activities in accordance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods / Service Sales Processes, Providing Information to Authorized Persons, Institutions and Organizations
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Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Finance Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Bank Account Information 	Execution of Activities in Compliance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods/Service Sales Processes

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is clearly stipulated in the laws,
- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Member of Board of Directors

Identity Information

Processed Personal Data	Purposes of Processing Personal Data
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<ul style="list-style-type: none"> ● Name and Surname ● Signature ● TR Identity Number ● Signature circulars ● E-Signature ● Stamp ● Initial: ● Date of Birth ● Gender ● Age ● Original/Photocopy of Power of Attorney ● Identity Card - Photocopy of Identity Card 	<p>Execution of Activities in accordance with the Legislation, Execution of Goods / Services Production and Operation Processes, Execution of Contract Processes, Execution of Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations, Execution of Management Activities</p>
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Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract,
- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Contact Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Residence-Postal Address ● E-Mail address ● Workplace Phone Number ● Fax Number ● Mobile Phone Number ● Workplace Name-Title ● Workplace Address 	<p>Execution of Activities in Compliance with the Legislation, Execution of Finance and Accounting Affairs, Execution of Goods / Services Production and Operation Processes, Execution of Contract Processes, Execution of Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations, Execution of Management Activities</p>

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract,
- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Personal Information

Processed Personal Data

- Position/Title Information
- Travel Information (Departure/Departure Dates, Accommodation Information)

Purposes of Processing Personal Data

Execution of Activities in Compliance with the Legislation, Execution of Investment Processes, Execution of Finance and Accounting Affairs, Execution of Goods / Services Production and Operation Processes, Execution of Contract Processes, Providing Information to Authorized Persons, Institutions and Organizations, Execution of Management Activities

Legal Grounds for Processing Personal Data

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller
- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract,
- That it is clearly stipulated in the laws and
- It is mandatory for the data controller to fulfill its legal obligation,

Methods of Collecting Personal Data

Your personal data mentioned above are collected through printed and electronic forms.

Visitor

Identity Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Name and Surname TR Identity Number 	Execution of Information Security Processes, Execution of Activities in accordance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	
Your personal data, in line with the realization of the above-mentioned purposes by Limak Havacılık, in case it is explicitly stipulated in the Laws specified in Article 5 of the KVKK.	
Methods of Collecting Personal Data	
Your personal data mentioned above are collected through electronic systems.	
Contact Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Mobile Phone Number 	Execution of Information Security Processes, Execution of Activities in accordance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	
Your personal data, in line with the realization of the above-mentioned purposes by Limak Havacılık, in case it is explicitly stipulated in the Laws specified in Article 5 of the KVKK.	
Methods of Collecting Personal Data	
Your personal data mentioned above are collected through electronic systems.	
Physical Space Security Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> CCTV Recordings 	Ensuring the Security of Physical Space, Ensuring the Security of Movable Property and Resources
Legal Grounds for Processing Personal Data	

Your personal data is processed by Limak Havacılık in line with the realization of the purposes listed above, based on the following legal grounds specified in Article 5 of the KVKK;

- That it is mandatory for the data controller to fulfill its legal obligation
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, the processing of data's being mandatory for the legitimate interests of the data controller

Methods of Collecting Personal Data

Your personal data mentioned above is collected through CCTV systems.

Transaction Security Information

Processed Personal Data

- IP Address Information
- Start and end time of use
- MAC Address
- Destination IP address
- Port information

Purposes of Processing Personal Data

Execution of Information Security Processes, Execution of Activities in accordance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations

Legal Grounds for Processing Personal Data

Your personal data, in line with the realization of the above-mentioned purposes by Limak Havacılık, in case it is explicitly stipulated in the Laws specified in Article 5 of the KVKK.

Methods of Collecting Personal Data

Your personal data mentioned above are collected through electronic systems.

To Whom and For What Purpose Personal Data Can Be Transferred

Your personal data may be transferred to the following persons or organizations:

- To the **Subsidiaries and Affiliates** in order to carry out financial and accounting affairs, carry out investment processes, ensure physical space security, carry out information security processes, and plan human resources processes,
- To the **Suppliers** for the purposes of carrying out goods/service production and operation activities, conducting training activities, and carrying out activities in accordance with the legislation ,
- To the **Real or Private Legal Entities** for the purpose of conducting financial and accounting affairs,
- To the **Authorized Public Institutions and Organizations** for the purpose of providing information to authorized persons, institutions and organizations within the scope of carrying out the activities in accordance with the legislation,

How Long Is Your Personal Data Stored?

The retention period of your personal data is as follows:

- If a period of time is specified in the law or relevant legislation for the retention of data, the data in question must be retained for at least this period. Unless otherwise stipulated in the legislation, as a rule, your personal data is stored for 10 years after the performance or termination of the contract.
- Considering the possibilities such as the late receipt of a possible court request or the request of an administrative authority authorized by law regarding the relevant data or the occurrence of a dispute to which we may be a party, the retention period of the data is determined by adding a period of 6 months to 1 year to the periods stipulated in the legislation for the storage of your data, and at the end of the specified period, the data in question are deleted, destroyed or anonymized.
- If the legislation does not stipulate a period for the storage period of the data we process, your data is stored as required by the relationship between us and for the period specified in the contract with you. After the end of the aforementioned relationship or after the period specified in the contract has expired, your data will be deleted, destroyed or anonymized without your request.
- If all the conditions for processing personal data have disappeared or the retention period declared by us or determined within the scope of the legislation has expired, your data will be deleted, destroyed or anonymized ex officio on the first periodic destruction date or within 6 months at the latest. If you request the deletion of your data for a valid reason, your data will be deleted within 30 days at the latest.

- If you request the deletion or destruction of your data, the retention period of which is determined in the legislation, before the prescribed periods, your request in question will not be realized.

What are your rights as a Data Subject?

You have the following rights regarding your personal data within the scope of KVKK and related legislation;

- Learning whether your personal data are processed,
- Request information if your personal data has been processed,
- Learning the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom your personal data is transferred domestically or abroad,
- To request correction of your personal data in case of incomplete or incorrect processing,
- To request the deletion or destruction of your personal data within the framework of the conditions stipulated in the KVKK legislation,
- When you request the correction of incomplete or incorrect data and the deletion or destruction of your personal data, to request that this situation be notified to third parties to whom we transfer your personal data,
- In case you suffer damage due to unlawful processing of personal data, to demand the compensation of this damage

Information Requests

If you wish, you can submit your applications and requests regarding your personal data via the Data Subject Application Form or with a request letter containing the minimum elements that must be included in the application in accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller ("**Communiqué**") as follows;

- Hafta Sokak No: 9 By personally applying to Limak Havacılık located at Gaziosmanpaşa Çankaya/Ankara,
- By sending an e-mail to kvkk_havacilik@limak.com.tr by using your e-mail address registered in the systems belonging to Limak Havacılık,
- By sending to our registered electronic mail address limakhavacilik@hs02.kep.tr by using a registered electronic mail (KEP) address and secure electronic signature or mobile signature or
- If a separate method is determined by the Personal Data Protection Board, with this method

Pursuant to the Communiqué, the application of the Relevant Person must include the name, surname, signature if the application is in writing, Turkish ID number, (passport number if the applicant is a foreigner), residential or workplace address for notification, e-mail address for notification, telephone number and fax number, if any, and information on the subject of the request.

The Relevant Person must clearly and comprehensibly state the matter requested in the application to exercise the above-mentioned rights, which includes explanations regarding the right he/she requests to exercise. Information and documents related to the application must be attached to the application.

Although the subject of the request must be related to the applicant's person, if acting on behalf of someone else, the applicant must be specifically authorized and this authorization must be documented (power of attorney). In addition, the application must include identity and address information and identity verification documents must be attached to the application.

How long will your requests regarding the processing of your personal data be answered?

Your requests regarding your personal data are evaluated and answered positively or negatively within 30 days at the latest from the date of receipt. If your application is evaluated negatively, the reasons for rejection will be sent to the address you specified in your application by e-mail or postal mail.