



INFORMATION TEXT ON PROCESSING OF PERSONAL DATA

Data Controller: Limak Havacılık İletişim Eğitim ve Ticaret A.Ş.

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

As **Limak Havacılık İletişim Eğitim ve Ticaret A.Ş.** (hereinafter referred to as “**Limak Aviation**”); We have prepared this Information Text on Processing of Personal Data in order to provide information to data subjects regarding the processing, storing and transferring of your personal data within the scope of the activities arising from the Personal Data Protection Law No. 6698 (“**PDPL**”) and the relevant legislation and regulations.

- Employee
- Employee Candidate
- Business Connections
- Public Official
- Shareholder
- Supplier Employee
- Supplier Official
- Product or Service Recipient
- Member of the 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 the employees is published in a way that only our employees can access, and detailed information has been provided to them on this matter.

In case you are a former employee of Limak Aviation, you can submit your requests regarding your processed personal data and exercise your rights via one of the application methods in this Information Text.

Employee Candidate

ID Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Name, Surname ● Photo ● Age ● Military Service ● Marital Status ● Date of Birth ● Gender ● Place of Birth ● Signature 	<p>Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations</p>

Legal Basis for Processing Personal Data

Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes on the following legal basis' as stated under Article 5 of the PDPL:

- Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract, and
- Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.

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"> ● Cell Phone Number ● E-mail Address ● Residence Address ● Home Phone Number 	<p>Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations</p>

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Methods of Collecting Personal Data

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Personnel Information

Processed Personal Data

- Eligibility to Work Status

Purposes of Processing Personal Data

Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations

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Methods of Collecting Personal Data

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

Professional Experience Information

Processed Personal Data

- Resume Information
- Reference Information
- Driver's License Information,
- Certificates
- On-the-job Trainings
- Attended Courses and Seminars
- Academic Publications
- Certificate of Employment

Purposes of Processing Personal Data

Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations

<ul style="list-style-type: none"> • Computer Skills • Foreign Language Skills • Diploma Information 	
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Methods of Collecting Personal Data

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

Legal Transaction Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • Ongoing Litigation / Execution Proceeding Information 	Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations

Legal Basis for Processing Personal Data

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Methods of Collecting Personal Data

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

Criminal Conviction and Security Measure Information

Processed Personal Data	Purposes of Processing Personal Data

<ul style="list-style-type: none">• Criminal Records	Conducting Employee Candidate/Intern/Student Election and Placement Processes, Conducting Employee Candidates' Application Processes, Conducting Activities in Compliance with the Legislation, Planning Human Resources Processes, Execution of Contract Operations
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Legal Basis for Processing Personal Data

As Limak Aviation, we process your personal data regarding criminal convictions and security measures, in line with the above-mentioned purposes, based on the legal basis of "*Specially categorized personal data other than health and sexual life can be processed without seeking the explicit consent of the data subject in cases stipulated by the laws*" as stated in Article 6 of the PDPL.

Except for the limitations set in Article 6 of the PDPL your personal data regarding criminal convictions and security measures can only be processed based on your explicit consent.

Methods of Collecting Personal Data

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

Business Connections

ID Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">• Name, Surname• T.R. Identification number• Date of Birth• Gender• Age	Conducting Management Activities

Legal Basis for Processing Personal Data

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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 ● Business Phone number ● Cell Phone number 	Conducting Management Activities
Legal Basis for Processing Personal Data	
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Methods of Collecting Personal Data	
Your personal data mentioned above are collected through printed and electronic forms.	
Personnel Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Position/ Title ● Travel Information (Departure/Return Dates, Accommodation Information) 	Conducting Management Activities
Legal Basis for Processing Personal Data	
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Methods of Collecting Personal Data	

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

Public Official

ID Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">• Name, Surname• Signature• Paraph• Seal• E-signature	Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Production and Operation Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Basis for Processing Personal Data

Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes on the following legal basis' as stated under Article 5 of the PDPL:

- It is expressly 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">• Business Address• Business Name/Title• Cell Phone number• Fax Number• Business Phone number• E-Mail Address	Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Production and Operation Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

Legal Basis for Processing Personal Data

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- It is expressly 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.	
Personnel Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Position/Title Information 	Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Production and Operation Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations
Legal Basis for Processing Personal Data	
Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes on the following legal basis' as stated under Article 5 of the PDPL: <ul style="list-style-type: none"> ● Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject, ● Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract, ● It is expressly 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	
ID Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Name, Surname ● T.R. Identification number ● Signature Circular ● Original/Copy of Power of Attorney ● Signature 	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution of Contract Operations, Conducting Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations.

<ul style="list-style-type: none"> • Identity Card/ID Card photocopy 	
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- It is mandatory for the data controller to fulfill its legal obligation,
- It is expressly stipulated in the laws, and
- Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of 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 • Cell Phone number • Business Phone number • Business Name-Title • Business Address • Fax Number • Residence / Postal Address 	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution of Contract Operations, Conducting Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations.

Legal Basis for Processing Personal Data

Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes on the following legal basis' as stated under Article 5 of the PDPL:

- It is mandatory for the data controller to fulfill its legal obligation,
- Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.

Methods of Collecting Personal Data

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

Personnel Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • Position/Title information 	Conducting Finance and Accounting Affairs, Execution of Contract Operations, Conducting Investment Processes
Legal Basis for Processing Personal Data	
<p>Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes, on the ground that processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract as stated in the Article 5 of the PDPL.</p>	
Methods of Collecting Personal Data	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	

Supplier Employee	
ID Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • Name, Surname • Signature • T.R. Identification number • Foreign Identity number • Date of Birth 	Conducting Audit/Ethics Activities, Conducting Training Activities, Conducting Activities in Compliance with the Legislation, Ensuring Physical Place Safety, Conducting Goods/Services Procurement Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Execution of Contract Operations, Ensuring Safety of Movable Goods and Resources, Ensuring Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations
Legal Basis for Processing Personal Data	
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Methods of Collecting Personal Data

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

Contact Information

Processed Personal Data

- Cell Phone number
- Business Phone number
- Postal Address
- Email Address
- Business Address
- Business Name/Title
- Fax Number

Purposes of Processing Personal Data

Conducting Audit/Ethics Activities, Conducting Training Activities, Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Procurement Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Execution of Contract Operations, Ensuring Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Personnel Information

Processed Personal Data

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

Purposes of Processing Personal Data

Conducting Audit/Ethics Activities, Conducting Training Activities, Conducting Activities in Compliance with the Legislation, Ensuring Physical Place Safety, Conducting Goods/Services Procurement Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Execution of Contract Operations, Ensuring Safety of Movable Goods and Resources, Ensuring Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Physical Place Security Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">• CCTV Recordings	Ensuring Physical Place Safety, Ensuring Safety of Movable Goods and Resources

Legal Basis for Processing Personal Data

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Methods of Collecting Personal Data

Your personal data mentioned above are 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• Resume Information	Conducting Training Activities, Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Production and Operation Processes, Ensuring Safety of Data Controller's Operations

<ul style="list-style-type: none"> Professional Competence Evaluation Forms 	
<p>Legal Basis for Processing Personal Data</p>	
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<p>Methods of Collecting Personal Data</p>	
<p>Your personal data mentioned above are collected through printed and electronic forms.</p>	

<p align="center">Supplier Official</p>	
<p>ID information</p>	
<p>Processed Personal Data</p>	<p>Purposes of Processing Personal Data</p>
<ul style="list-style-type: none"> Name, Surname Tax Identification Number Signature Circular Signature T.R. Identification number Identity Card/Identity Card photocopy Paraph Seal 	<p>Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution/Audit of Business Activities, Conducting Goods/Services Procurement Processes, Conducting Goods / Services Production and Operation Processes, Execution of Contract Operations, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>
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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● Cell Phone number● Business Phone number● Business Name/Title● Business Address● Registrated E-mail Address● Email Address● Fax Number	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution/Audit of Business Activities, Conducting Goods/Services Procurement Processes, Conducting Goods/Services Production and Operation Processes, Execution of Contract Operations, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Personnel Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">● Position/Title information	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution/Audit of Business Activities, Conducting Goods/Services Procurement Processes, Conducting Goods / Services Production and Operation Processes, Execution of Contract Operations, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Customer Activity Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">• Invoice, bond and check information	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution/Audit of Business Activities, Conducting Goods/Services Procurement Processes, Providing Information to Authorized Persons, Institutions and Organizations.

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Methods of Collecting Personal Data

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

Financial Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">• Bank Account Information• Capital Information• VAT Declaration Amount	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Execution/Audit of Business Activities, Conducting Goods/Services Procurement Processes, Providing Information to Authorized Persons, Institutions and Organizations

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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
<ul style="list-style-type: none">• License Certificate• Professional Competence Certificate• On-the-job Training Documents• Certificates	Conducting Activities in Compliance with the Legislation, Execution of Contract Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Product or Service Recipient	
ID information	
Processed Personal Data	Purposes of Processing Personal Data

<ul style="list-style-type: none"> ● Name, Surname ● T.R. Identification number ● Passport Number ● Passport Copy ● Weapon License photocopy ● Identity Card/Identity Card photocopy ● Gender ● Foreign Identity number ● Tax Identification Number ● Signature 	<p>Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Conducting Goods/Service Sales Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>
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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 Address ● Home Phone Number ● Cell Phone number ● Business Phone Number ● Postal Address ● Emergency Contact Number ● Business Name/Title ● E-mail Address ● Business Address ● Fax Number ● Registered E-mail (REM) Address 	<p>Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Conducting Goods/Services Sales Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations</p>

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Methods of Collecting Personal Data

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

Personnel Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none">● Position/Title information● Travel Information● Flight Date and Time	Conducting Audit/Ethics Activities, Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Conducting Goods/Services Sales Processes, Conducting Goods/Services Production and Operation Processes, Conducting Risk Management Processes, Ensuring the Safety of Data Controller's Operations, Providing Information to Authorized Persons, Institutions and Organizations

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Methods of Collecting Personal Data

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

Customer Activity Information

Processed Personal Data	Purposes of Processing Personal Data
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<ul style="list-style-type: none"> ● Request/Order Information ● Invoice, bond and check information 	Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Conducting Goods/Service Sales Processes, Providing Information to Authorized Persons, Institutions and Organizations.
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- It is mandatory for the data controller to fulfill its legal obligation, and
- Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract.

Methods of Collecting Personal Data

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

Financial Information

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

Legal Basis for Processing Personal Data

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- It is expressly stipulated in the laws,
- It is mandatory for the data controller to fulfill its legal obligation, and
- Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract.

Methods of Collecting Personal Data

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

Board Member

ID information

**Processed Personal
Data**

Purposes of Processing Personal Data

<ul style="list-style-type: none"> ● Name, Surname ● Signature ● T.R. Identification number ● Signature Circular ● E-Signature ● Seal ● Paraph ● Date of Birth ● Gender ● Age ● Original/Copy of Power of Attorney ● Identity Card / Identity Card Photocopy 	<p>Conducting Activities in Compliance with the Legislation, Conducting Goods/Services Production and Operation Processes, Execution of Contract Operations, Conducting Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations, Conducting Management Activities</p>
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Legal Basis for Processing Personal Data

Your personal data is processed by Limak Aviation for realization of the above-mentioned purposes on the following legal basis' as stated under Article 5 of the PDPL:

- Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject,
- Processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract,
- It is expressly 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 ● Business Phone Number ● Fax Number ● Cell Phone Number ● Business Name-Title ● Business Address 	<p>Conducting Activities in Compliance with the Legislation, Conducting Finance and Accounting Affairs, Conducting Goods/Services Production and Operation Processes, Execution of Contract Operations, Conducting Investment Processes, Providing Information to Authorized Persons, Institutions and Organizations Conducting Management Activities.</p>

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Methods of Collecting Personal Data

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Personnel Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> ● Position/Title Information ● Travel Information (Departure/Return Dates, Accommodation Information) 	Conducting Activities in Compliance with the Legislation, Conducting Investment Processes, Conducting Finance and Accounting Affairs, Conducting Goods/Services Production and Operation Processes, Execution of Contract Operations, Providing Information to Authorized Persons, Institutions and Organizations, Conducting Management Activities

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Methods of Collecting Personal Data

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

Visitor
ID information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> Name surname T.R. Identification number 	Conducting Information Security Processes, Conducting Activities in Compliance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations
Legal Basis for Processing Personal Data	
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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 	Conducting Information Security Processes, Conducting Activities in Compliance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations
Legal Basis for Processing Personal Data	
Your personal data is processed by Limak Aviation for the realization of the above-mentioned purposes, on the ground that it is explicitly stipulated in the laws as stated in the Article 5 of the PDPL.	
Methods of Collecting Personal Data	
Your personal data mentioned above are collected through electronic systems.	
Physical Place Security Information	
Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> CCTV recordings 	Ensuring Physical Place Safety, Ensuring Safety of Movable Property and Resources
Legal Basis for Processing Personal Data	

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- Processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.

Methods of Collecting Personal Data

Your personal data mentioned above are collected through CCTV systems.

Process Security Information

Processed Personal Data	Purposes of Processing Personal Data
<ul style="list-style-type: none"> • IP Address Information • Usage Start and End Time • MAC Address • Destination IP Address • Port information 	<p>Conducting Information Security Processes, Conducting Activities in Compliance with the Legislation, Providing Information to Authorized Persons, Institutions and Organizations</p>

Legal Basis for Processing Personal Data

Your personal data is processed by Limak Aviation for the realization of the above-mentioned purposes, on the ground that it is explicitly stipulated in the laws as stated in the Article 5 of the PDPL.

Methods of Collecting Personal Data

Your personal data mentioned above are collected through electronic systems.

To Whom Your Personal Data Can Be Transferred and What are The Purposes?

Your personal data can be transferred to,

- **Subsidiaries and Affiliates** for the purposes of conducting finance and accounting affairs, conducting investment processes, ensuring physical place safety, conducting information security processes, planning human resources processes,
- **Suppliers** for the purposes of conducting goods / services production and operation processes, conducting training activities, and conducting activities in compliance with the legislation,
- **Real or Legal Persons** for the purpose of conducting finance and accounting affairs,

- **Authorized Public Institutions and Organizations** for the purpose of providing information to authorized persons, institutions and organizations in order to conduct activities in compliance with the legislation,

How Long Is Your Personal Data Stored?

The storage period of your personal data is as follows:

- If a period is determined for the storage of the data by the law or the relevant legislation, data must be kept for at least this period. Unless otherwise is stipulated in the legislation, as a rule, your personal data will be stored for 10 years from the execution or termination of the contract.
- Storing period of your data is determined by adding 6 months to a year to the periods stipulated in the legislation considering the possibilities of a potential court request or late arrival of a request regarding the relevant data from an administrative authority authorized by law or an occurrence of a dispute that we may be a party to. At the end of the specified period, the relevant data is deleted, destroyed or anonymized.
- If a storage period is not determined for the processed data by the legislation, your data will be stored for the period determined in the contract entered into. Following the end of the aforementioned relation or after the period specified in the contract, your data is deleted, destroyed or anonymized without the need for your request.
- If all the processing conditions of personal data have been ceased or the storage period either 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 with a valid reason, your data will be deleted within 30 days at the latest. If you request the deletion or destruction of your data before the storage period of which is determined by the legislation, your request will not be fulfilled.

What Are Your Rights as a Data Subject?

The rights you have set forth in the PDPL with regards to your personal data are:

- To learn whether your personal data has been processed or not,
- To request information regarding your personal data if it has been processed,
- To learn the purpose for processing your personal data and whether your data is used in accordance with that purpose,
- To learn about the third parties at home or abroad to whom your personal data is transferred,
- To request correction if your personal data is incomplete or incorrectly processed,
- To request deletion or destruction of your personal data within the scope of the conditions stipulated in the PDPL legislation,

- To request that third parties to whom your personal data is transferred are notified of any procedures carried out pursuant correction of incomplete or incorrect data upon your request regarding the deletion or destruction,

- To request reimbursement if you suffer any kind of loss due to unlawful processing of your personal data.

Information Requests

You can submit your requests and applications regarding your personal data either via Data Subject Application Form or with a request letter containing the fundamental terms as stated in the Communiqué on Procedures and Principles of the Application to the Data Controller (“**Communiqué**”) by;

- Applying to Limak Aviation located at Hafta Sokak No: 9 Gaziosmanpaşa Çankaya/Ankara in person,

- Sending an e-mail to kvkk_havacilik@limak.com.tr using your e-mail address registered in the Limak Aviation systems,

- Sending it to our registered e-mail address limakhavacilik@hs06.kep.tr using a registered e-mail (REM) address and secure e-signature or mobile signature; or

- The method determined by the Personal Data Protection Board, if so.

In accordance with the Communiqué, in the application of the Data Subject, the name, surname, signature if the application is written, T.R. identification number, (passport number if the applicant is a foreigner), residence or workplace address for notification, e-mail address, telephone number and fax number, if any, as well as information on the subject of the request.

The Data Subject must clearly and comprehensibly state the request in the application, submitted to exercise above-mentioned rights which includes explanations regarding the right to be exercised. Information and documents related to the application must be attached to the application.

Although the subject of the request must be personal to the applicant, if the applicant is acting on behalf of someone else, the applicant should be exclusively authorized in this regard and document the authorization (power of attorney). In addition, the application must contain identity and address information, and documents confirming identity must also be attached to the application.

How Long Will It Take to Answer Your Requests Regarding the Processing of Your Personal Data?

Your requests regarding your personal data will be evaluated and answered in or against your favour within 30 days at the latest from the date of arrival to us. In case your application is concluded unfavorable, the reasons for rejection will be sent to the address you specified in the application by e-mail or postal mail.