

KLİMASAN KLİMA SANAYİ A.Ş.
PERSONAL DATA PROTECTION AND PROCESSING
POLICY

26/06/2018

Contents

I.	PRINCIPLES TO BE APPLIED IN THE PROCESSING OF PERSONAL DATA.....	3
1.1	Performing Personal Data Processing in accordance with the Law and Honesty Rule.....	4
1.2	Ensuring that Personal Data are Correct and Current.....	4
1.3	Certain, Clear and Legitimate Processing.....	4
1.4	Connected, Limited and Measured for Purpose of Processing.....	4
1.5	Retaining for the time foreseen in the relevant legislation or for the period required of the purpose of processing.....	4
II.	CONDITIONS OF PERSONAL DATA PROCESSING.....	5
III.	OBLIGATIONS OF KLIMASAN.....	5
3.2	Obligation of the Respond to Applications of Personal Data Subject.....	6
3.3	Obligation to Ensure the Security of Personal Data.....	7
3.3.1	Technical and Administrative Measures to be Taken to Ensure the Lawful Processing of Data	7
3.3.2	Technical and Administrative Measures to be Taken to Prevent Unlawful Access to Personal Data	8
3.4	Obligation to Enroll in the Registry of Data Controllers.....	8
IV.	ORGANIZATIONAL STRUCTURE.....	9
V.	EFFECTIVE DATE of THIS POLICY.....	9

INTRODUCTION

Protection of personal data is among our Company's top priorities. Most important pillar of this subject is protecting and processing the personal data of our customers, potential customers, employee candidates, company shareholders, company officials, visitors; employees, shareholders and officials of the institutions we cooperate with, and third parties managed by this policy. The performed activities by our Company regarding the protection of personal data of our employees managed with Klimasan Klima Sanayi Ticaret A.Ş. (Hereinafter referred to as Klimasan) Employees **Protection and Processing of Personal Data Policy** in accordance with the principles in this policy.

The necessary administrative and technical precautions are taken by Klimasan in order to protect the personal data processed in accordance with the relevant legislation. Detailed explanations will be made about the basic principles adopted by Klimasan in the processing of personal data in this policy and listed below:

- Processing personal data in accordance with the rules of law and honesty,
- Keeping personal data accurate and current when it is necessary,
- Processing personal data for certain, clear and legitimate purposes,
- Processing of personal data limited, measured and linked with its purpose,
- Keeping personal data for the stipulated period in the applicable legislation or for the purpose which they were processed,
- Enlightening and informing of personal data subjects,
- Setting up the system required for personal data subjects to use their rights,
- Taking necessary precautions to protect personal data,
- Transferring of personal data to third parties in accordance with the requirements of the processing purpose, comply with the relevant legislation and the regulations of the Board,
- Show sensitivity to the processing and protection personal data of special nature

PURPOSE

This Policy aims to ensure compliance with the Personal Data Protection Law in the processing and protection of personal data and is prepared to ensure the highest level of management and coordination of the compliance activities to be performed in Klimasan.

In line with the principles determined by Klimasan, necessary arrangements will be made for the adaptation of internal works and the necessary system will be created for the awareness of employees and business partners.

I. PRINCIPLES TO BE APPLIED IN THE PROCESSING OF PERSONAL DATA

This Policy has a guiding principle on how to apply the rules laid down by Personal Data Protection Law and the relevant legislation by Klimasan.

Klimasan will analyze its own personal data processing activities by referring to this policy, determine the actions necessary to comply with this policy and take all technical and administrative precautions.

After the determined actions are implemented, internal control mechanisms will be operated and the continuity of compliance with policy will be ensured.

Klimasan will work to ensure the awareness of employees in order to ensure compliance with this Policy, the necessary compliance processes will be executed for the new employees and necessary arrangements will be made in the relations with the Klimasan business partners.

Personal data must be processed by Klimasan in accordance with the general principles and provisions stipulated in the legislation for the purpose of ensuring compliance with Personal Data Protection Law. Within this framework, the principles and conditions that should be considered in all personal data processing activities by Klimasan will be discussed in this section.

The principles to be considered during the processing of personal data are examined below.

1.1 Performing Personal Data Processing in accordance with the Law and Honesty Rule

Klimasan should act in accordance with the rules of law and honesty within the context of personal data processing activities. In this context, by applying the principles of proportionality and necessity in the processing of personal data, Klimasan should only process as much personal data as necessary to meet the data processing objectives.

1.2 Ensuring that Personal Data are Correct and Current

Klimasan should ensure that the personal data they are processing is accurate and current and should take the necessary precautions accordingly. For example, Klimasan should develop systems that allow personal data subjects to correct and update their personal data.

1.3 Certain, Clear and Legitimate Processing

Klimasan should process personal data for certain, clear and legal reasons. Within this framework, Klimasan should determine the purpose for which personal data will be processed and Klimasan submit these information to the data subjects before the personal data is processed. Personal data must not be processed for purposes other than stated in this policy. Data processing purposes determined by Klimasan should be legitimate and lawful.

1.4 Connected, Limited and Measured for Purpose of Processing

Klimasan should processes personal data in a manner that is appropriate for the achievement of the identified objectives and avoid the processing of personal data that is not needed for the objective. For example, personal data processing should not be performed to achieve a new purpose that occurs after personal data has been obtained.

1.5 Retaining for the time foreseen in the relevant legislation or for the period required of the purpose of processing

Klimasan should keep the personal data limited only for the periods stipulated in the law or for the purpose of which it is processed. Within this framework, it must comply with this period if a time period

has been set for the retention of personal data in the relevant legislation. If no time has been set, personal data should be kept for the time required for the purpose of which it is processed.

II. CONDITIONS OF PERSONAL DATA PROCESSING

In accordance with Article 20 of the Constitution and Article 4 of Personal Data Protection Law, our Company is responsible for the processing of personal data; comply with the rules of law and honesty; accurate and current when needed; for certain, clear and legitimate purposes; engaged in personal data processing in connection with related, limited and measured purpose.

Our company retains personal data for as long as required by law or as required by the purpose of personal data processing. In accordance with Article 20 of the Constitution and Article 5 of Personal Data Protection Law, our Company processes personal data based on one or more of the conditions of Article 5 of the Personal Data Protection Law.

In accordance with Article 20 of the Constitution and Article 10 of the Personal Data Protection Law, our Company enlightens personal data subjects and informs them if personal data subjects request information.

Our Company processes personal data of special nature in accordance with Article 6 of Personal Data Protection Law.

Our Company complies with the regulations stipulated by the Law on the transfer of personal data and set forth by the Board in accordance with articles 8 and 9 of the Personal Data Protection Law.

As a rule, personal data should be processed based on one or more of the personal data processing requirements referred to in Article 5 of the Personal Data Protection Law. Within this framework, Klimasan should consider whether personal data processing activities are covered by one of these conditions and must stop the personal data processing activities that do not rely on one of these conditions.

It has been arranged that special precautions can be taken for the processing personal data of special nature in the Personal Data Protection Law. Within this framework, the precautions must be determined by the Board and should be taken when processing personal data of special nature.

In order to transfer personal data to third parties in the country or abroad, necessary organizational systems should be designed to comply with the regulations stipulated in articles 8 and 9 of the Personal Data Protection Law.

Necessary safety precautions should be taken for processing purposes while transferring personal data.

In order to prevent unlawful processing of personal data, necessary systems should be established and internal awareness should be created in Klimasan.

III. OBLIGATIONS OF KLIMASAN

3.1 Obligation of the Enlightening Personal Data Subject

Klimasan should enlighten people about how their personal data will be processed. The least subjects that should be in the information counted in Personal Data Protection Law. This information is as follows:

- (1) The identity of Klimasan and of its representative as the data supervisor,
- (2) The purpose of personal data processing,
- (3) To whom and for what purpose that the personal data can be transferred,
- (4) The method and legal reasons of collecting personal data,
- (5) The rights of Personal data subject.

Within this framework, personal data collection ways should be determined by Klimasan and enlightening points and texts should be determined in each way.

3.2 Obligation of the Respond to Applications of Personal Data Subject

Personal data subjects may appeal in writing or with other methods determined by the Board for using their rights in the Personal Data Protection Law relating to their data.

Within this framework, Klimasan should take the necessary administrative and technical precautions for the fulfillment of the personal data subjects' rights according to Article 13 of Personal Data Protection Law.

Personal data subjects have the following rights under Personal Data Protection Law:

- To learn whether personal data has been processed,
- Requesting information if personal data is processed,
- To learn the purpose of processing of personal data and whether they are used appropriately,
- Knowing the which third parties in the country or abroad having their personal data,
- Requesting the correction of personal data in case of incomplete or incorrect processing and request to notify to third parties for this processing within this framework,
- Requesting the deletion or destruction of personal data although it has been processed in accordance with Personal Data Protection Law and other relevant upon disappearance of reasons which require the process and to request notification of the operations carried out in to third parties to whom his personal data has been transferred, within this framework,
- Objection to the emergence of a result against the him/her for analyzing the processed data exclusively by automated systems,
- Requesting the compensation of damage in case of loss due to unlawful processing of personal data.

Requests for personal data subjects are to be communicated to Klimasan in writing only. Different application methods can be determined by the Board in the future. According to the nature of the request, Klimasan must respond to the request within the shortest time and within thirty days at the latest. As a result of the evaluation, Klimasan can accept the applications and take the necessary actions or refuse the applications justifiedly.

It should be noted that the personal data subject may make a complaint to the Board within 30 days if his / her application is refused, the answer is found insufficient or the application is not answered. In order to prevent these complaints, it is important to give timely and satisfactory answers to the personal data subjects.

3.3 Obligation to Ensure the Security of Personal Data

Our Company takes all necessary technical and administrative measures in accordance with the Article 12 of Personal Data Protection Law to provide a sufficient level of security in order to prevent unlawful processing of personal data, prevent unlawful access to personal data, ensure the retention of personal data; conducts necessary inspections, or have them conducted in this context.

Klimasan shall take all necessary technical and administrative measures to provide a sufficient level of security in order to prevent unlawful processing of personal data and prevent unlawful access to personal data and ensure the retention of personal data.

The Board may make detailed regulations on data security obligations in the future. Therefore, maximum level of security should be ensured with reasonable effort to comply with the obligations under this scope.

In terms of technical and administrative measures, Klimasan shall establish systems to conduct the necessary inspections regarding the operation of the measures or have them conducted. The results of these inspections should be examined by the departments of Klimasan and necessary actions should be taken.

In case the processed data are collected by other parties through unlawful methods, Klimasan shall notify the data subject and, if required by the Law and related legislation, the Board within the shortest time. In this context, the necessary organizational structure should be established.

In case situations constituting security risk are identified by Klimasan, measures should be taken to eliminate this risk without any delay.

3.3.1 Technical and Administrative Measures to be Taken to Ensure the Lawful Processing of Data

Klimasan shall take the following measures in order to ensure the lawful processing of personal data:

- All processes related to data processing activities within Klimasan should be analyzed on a business unit basis and a personal data processing map as should be created.
- In accordance with the personal data processing map, the requirements for compliance with the law should be determined on a unit basis.
- Processes of personal data processing should be inspected with technical systems to be developed and should be reported to whom it concerns.
- Employees of Klimasan should be informed and trained on the legal processing of personal data and sanctions for unlawful data processing.
- Regular inspections should be conducted and necessary administrative measures should be taken to ensure awareness of the employees.
- It shall be implemented through the internal policies and trainings of Klimasan.
- A provision that the shared personal data is confidential and how they should be processed and retained shall be provided in the contracts and documents governing the relationship between Klimasan and its employees, subsidiaries, partners, suppliers and customers.
- Access to personal data should be limited to the employees in charge of processing purposes.

- Employees should be restricted from accessing personal data that they do not use due to their duties

3.3.2 Technical and Administrative Measures to be Taken to Prevent Unlawful Access to Personal Data

The following measures should be taken by Klimasan in order to prevent unlawful access to personal data:

- In order to prevent access to the systems and locations where personal data is retained, appropriate technical measures should be taken and the measures taken should be updated periodically.
- Technical processes regarding access and authorization must be designed and implemented by Klimasan in accordance with the business unit-based legal compliance requirements.
- Technical measures should be reported periodically to whom it concerns and technological solutions should be produced for security risk issues.
- Appropriate software and systems must be installed, including software and hardware containing virus protection systems and firewalls.
- The employees of Klimasan should be trained on the technical measures taken in this context and the personnel who are knowledgeable about the technical issues should be employed.
- A commitment must be obtained from the employees of Klimasan that they will not disclose the personal data they have learned against the provisions of Personal Data Protection Law and will not be able to use it for other than the purpose of processing. This commitment will continue even after they quit their job.
- Provisions regarding the necessary security measures to be taken to protect personal data should be added to the contracts concluded with the persons to whom personal data transferred by Klimasan.

3.4 Obligation to Enroll in the Registry of Data Controllers

Klimasan shall enroll in the Registry of Data Controllers before proceeding with data processing by submitting the application information and documents laid down in Personal Data Protection Law, within the period to be determined and announced by the Board. The information to be submitted (it is possible that additional information and document are required by the Secondary regulations to be issued by the Board) is as follows:

- (1) identity and address of Klimasan and of its representative, if any,
- (2) for which purposes the personal data will be processed,
- (3) explanations about group(s) of personal data subjects as well as about the data categories belonging to these people,
- (4) recipients or groups of recipients to whom the personal data may be transferred,
- (5) personal data which is envisaged to be transferred abroad,
- (6) measures taken for the security of personal data,
- (7) maximum period of time required for the purpose of the processing of personal data

IV. ORGANIZATIONAL STRUCTURE

In order to manage this policy and other related policies within Klimasan, the “Personal Data Protection Committee “ or the person responsible for carrying out the compliance actions determined by senior management should be appointed.

In this context, the following minimum actions must be taken by the Committee or the person to be appointed:

- Identify the basic policies for processing and protection of personal data and what needs to be done to comply with the legislation,
- To submit the main policy and action steps to the approval of the senior management; to oversee implementation and ensure the coordination,
- to decide how to implement policies on the processing and protection of personal data and how to conduct the inspections, make assignments after receiving approval of senior management,
- Identify the risks that may occur in the Company's personal data processing activities and ensure that the necessary measures are taken; submit the improvement suggestions to senior management’s approval,
- To ensure that employees are trained in personal data protection and company policies, Concluding the maximum number of applications of personal data subjects,
- To make necessary arrangements within the Company in order to fulfilment of Company’s obligations under Personal Data Protection Law,
- To follow developments in the protection of personal data; to make suggestions to senior management on what needs to be done within the scope of these developments, to manage relations with the Authority and the Board.

V. EFFECTIVE DATE of THIS POLICY

This policy issued by our Company is dated July 17, 2018. The Effective Date of this policy shall be uptaded in the event of renewal of the policy or certain articles of the Policy.

The policy is published on our Company's website (www.klimasan.com.tr) and is made available to the relevant persons upon the request of the data subject.

ANNEX-1 DEFINITIONS

Explicit Consent	:	Freely given, specific and informed consent
Anonymizing	:	Making personal data lose its personal data feature irreversibly. Rendering personal data impossible to link with a natural person by using techniques such as masking, consolidation, data contamination etc.
Data Subject	:	The natural person whose personal data is processed. For example, Customers and employees.
Personal Data	:	All the information relating to an identified or identifiable natural person. Therefore, processing of legal persons' data is not in the scope of the Law. For ex. name-surname, ID number, e-mail, address, date of birth, credit card number etc.
Personal Data of Special Nature	:	Personal data relating to the race, ethnic origin, political opinion, philosophical belief, religion, sect or other belief, clothing, membership to associations, foundations or trade-unions, health, sexual life, convictions and security measures, and the biometric and genetic data are personal data of special nature
Processing of Personal Data	:	Any operation performed upon personal data such as collection, recording, storage, retention, alteration, re-organization, disclosure, transferring, taking over, making retrievable, classification or preventing the use thereof, fully or partially through automatic means or provided that the process is a part of any data registry system, through non-automatic means.
Processor	:	The natural or legal person who processes personal data on behalf of the controller upon his authorization. For example, an IT company that retains customer information of a company.
Controller	:	The natural or legal person who determines the purpose and means of processing personal data and manages where data are retained systematically (the data registry system).