

VISITOR CONSENT TEXT

1. INTRODUCTION

First of all, your personal data provided below is processed for the efficient provision of services to customers within our company. In the continuation of the text, there is an informative article about which personal data we process, for what purposes we process it, and how we obtain it.

In accordance with the Law on the Protection of Personal Data No. 6698 ("KVKK"), as ITserv Technology in the capacity of Data Controller, your personal information will be processed within the framework described below. As the data controller for ITserv Technology, (IT SERVİS TEKNOLOJİ HİZMETLERİ VE YAZILIM A.Ş)the protection of personal data of customers, employees, and other individuals with whom we have a relationship is of great importance. The process and purpose of processing and protecting personal data are managed by this Policy and other written policies within ITserv Technology; it is to process and protect personal data of our customers, potential customers, our employees, job candidates, visitors, employees of institutions we cooperate with, including ITserv Technology employees, and third parties in a lawful manner.

In this context, the necessary administrative and technical measures are taken by ITserv Technology for the processing and protection of personal data in accordance with Law No. 6698 and related legislation. In this Policy, the basic principles adopted by ITserv Technology for the processing of personal data will be explained:

- Processing of personal data within the scope of explicit consent,
- Processing of personal data in accordance with the law and integrity rules,
- Keeping personal data accurate and up-to-date when necessary,
- Processing personal data for specific, explicit, and legitimate purposes,
- Processing personal data in connection with the purpose for which they were processed, limited, and proportionate,
- Keeping personal data for the period prescribed by the relevant legislation or necessary for the purpose for which they were processed,
- Informing and enlightening the data subjects,
- Establishing the necessary infrastructure for data subjects to exercise their rights,
- Taking necessary measures for the protection of personal data,
- Determining and implementing the purposes of processing personal data, transferring them to third parties, and behaving in accordance with the relevant legislation and decisions of the Personal Data Protection Board,

- Special regulation of the processing and protection of personal data of special nature.

2. DEFINITIONS Explicit Consent:

Consent based on being informed about a specific subject and declared with free will. Anonymization: It is the process of changing personal data in a way that will lose its personal data nature and cannot be reversed. For example: Masking, aggregation, data corruption, etc. are techniques to make personal data unidentifiable. Application Form: "Application Form Regarding Applications to the Data Controller by the Relevant Person (Personal Data Owner) in accordance with the Law on the Protection of Personal Data No. 6698" containing the applications to be made by personal data owners to exercise their rights. Job Candidate: Individuals who have submitted their resumes and relevant information to ITserv Technology. Employees, Shareholders, and Officials of Institutions Collaborated: Individuals including employees, shareholders, and officials of institutions with whom ITserv Technology has any kind of business relationship (such as business partners, suppliers, etc., but not limited to them). Business Partner: Parties with whom ITserv Technology establishes partnerships for the purpose of conducting its commercial activities, such as carrying out various projects personally or jointly, obtaining services, etc. Processing of Personal Data: Any operation performed on personal data, whether fully or partially automated, or part of any data recording system, including obtaining, recording, storing, maintaining, changing, rearranging, disclosing, transferring, taking over, making them available, classifying, or preventing their use. Data Subject: The real person whose personal data is processed. For example; customer, employee, supplier employee, student, parent, participant. Personal Data: Any information related to an identified or identifiable natural person. Therefore, the processing of information related to legal entities is not within the scope of the Law. For example; name-surname, ID number, e-mail, address, date of birth, credit card number, etc. Personal Data of Special Nature: Data related to race, ethnicity, political opinion, philosophical belief, religion, sect or other beliefs, clothing, membership of association, foundation, or union, health, sexual life, criminal conviction, and security measures, as well as biometric and genetic data. Data Controller: The person who determines the purposes and means of processing personal data, and manages the place (data recording system) where the data is systematically kept. Within the scope of this policy, ITserv Technology is the data controller. Supplier: Parties providing services to ITserv Technology in compliance with the orders and instructions of ITserv Technology and based on contracts. Third Party: Individuals whose personal data is processed within the scope of the policy (e.g., family members, former employees). Visitor: Individuals who have entered the physical premises owned by ITserv Technology for various purposes or visited our websites.

Data Erasure: It refers to the encryption of all relevant user data within the company in a way that access to personal data is blocked and only the data protection officer has access to this password. Data Destruction: It refers to the complete elimination of personal data in a way that cannot be recovered physically or technologically. Data Controller: ("ITserv Technology") As ITserv Technology, we have prepared this Personal Data Processing Information Document ("Information Document") in order to inform the relevant persons, the data subjects, about the processing, storage, and transfer of your personal data within the framework of our activities arising from the legislation and legal regulations related to the Law on Protection of Personal Data No. 6698 ("KVKK").

In addition to these, detailed information about the cookies and SDKs used when visiting our website, mobile website, and/or mobile application is available in the Cookie Policy. Personal data processed through these means are explained in this Information Document.

The Information Document will be valid as of the date it is published by ITserv Technology may make changes to the Information Document whenever necessary. Changes will become effective immediately upon publication of the Information Document at www.itservtechnology.com.

3. PROCESSED PERSONAL DATA Visitors DATA CATEGORIES 1- Identity Information Processed Personal Data: Name – Surname, Collection Methods of Personal Data: The above data is collected via the fields you fill out in the job application form, the fields you fill out on our website during your visit to the site, and through electronic means. Purposes of Personal Data Processing: Execution of Emergency Management Processes/Execution of Information Security Processes/ Pursuit and Execution of Legal Affairs/Execution of Security Activities/ Tracking of Requests - Complaints/ Providing Information to Authorized Individuals, Institutions, and Organizations/Execution of Management Activities/Creation and Tracking of Visitor Records

Legal Basis for Processing Personal Data Your personal data in this context are processed based on the legal reasons specified in Article 5 of the Law on the Protection of Personal Data and relevant legislation by ITserv Technology for the realization of the purposes mentioned above; provided that it does not harm the fundamental rights and freedoms of the data subject.

Collection Methods of Personal Data: The personal data mentioned above are collected through business cards, face-to-face meetings, and electronic forms.

2- Visual and Auditory Recording Information Processed Personal Data: Photograph, camera recordings Collection Methods of Personal Data: The above data is collected through the cameras located in the areas where the employees work or at the points determined in the buildings.

Purposes of Personal Data Processing: Execution of Emergency Management Processes/Execution of Information Security Processes/ Pursuit and Execution of Legal Affairs/Execution of Security Activities/ Tracking of Requests - Complaints/ Providing Information to Authorized Individuals, Institutions, and Organizations/Execution of Management Activities/Creation and Tracking of Visitor Records

Legal Basis for Processing Personal Data Your personal data in this context are processed based on the legal reasons specified in Article 5 of the Law on the Protection of Personal Data and relevant legislation by IT Service for the realization of the purposes mentioned above; provided that it does not harm the fundamental rights and freedoms of the data subject.

Collection Methods of Personal Data: The personal data mentioned above are collected through the cameras located in the areas where the employees work or at the points determined in the buildings.

4. SHARING OF PERSONAL DATA Your personal data may be shared with public institutions and organizations authorized to request such data in line with legal obligations, private legal entities, and third parties from whom we receive support in line with the execution of our activities, business partners, service providers, shareholders and officials of the institutions we collaborate with, and other third parties within the scope of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law on Protection of Personal Data.
5. TRANSFER OF PERSONAL DATA Your personal data may be transferred abroad within the scope of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law on the Protection of Personal Data.
6. YOUR RIGHTS AS THE DATA SUBJECT As the data subject whose personal data is processed, if you submit your requests regarding your rights to IT Service in accordance with the methods set out below in this Information Document, IT Service will conclude the request free of charge within thirty days at the latest, depending on the nature of the request. However, if the transaction also requires a cost, IT Service reserves the right to charge the fee in the tariff determined by the Personal Data Protection Board.

In this context, data subjects have the following rights in accordance with Article 11 of the KVKK:

- Learning whether personal data is processed or not,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used in accordance with their purpose,

- Knowing the third parties in the country or abroad to whom personal data has been transferred,
- Requesting correction of personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to third parties to whom personal data has been transferred,
- Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the Law No. 6698 and other relevant laws, and requesting notification of the transaction made within this scope to third parties to whom personal data has been transferred,
- Objecting to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, it has the right to demand the compensation of the damage.

7. RETENTION PERIOD OF PERSONAL DATA

ITserv Technology stores personal data for the period stipulated by the relevant legislation or required by the processing purpose. If a period is not explicitly specified in the relevant legislation and the processing purpose ends, the personal data are deleted, destroyed, or anonymized.

8. THE PROCEDURE FOR APPLICATIONS TO DATA CONTROLLER

In accordance with Article 11 of the Law on the Protection of Personal Data, the data subject may submit his requests regarding the exercise of his rights listed above to IT Service. The relevant persons can use the following methods to submit their applications to IT Service:

- Personally with a wet signed application
- By sending it to the address of ITserv Technology by mail with a secure electronic signature or mobile signature
- Through a notary public
- By sending it to the e-mail address of ITserv Technology (personaldata@itservtechnology.com) with a secure electronic signature, mobile signature or a previously registered e-mail (KEP) address

The application must include the name, surname, and if it is a written application, the signature, TR Identity Number of the applicant, and the explanation of the right to be used. The necessary information and documents regarding the application subject should be attached to the application.

Applications made by the methods specified above will be concluded as soon as possible and within thirty days at the latest, depending on the nature of the request. If

the transaction also requires a cost, ITserv Technology reserves the right to charge the fee in the tariff determined by the Personal Data Protection Board.

9. CONTACT INFORMATION The data controller is ITserv Technology for your questions and requests regarding your personal data, you can contact us via the following contact information:

- Address: Acu Plaza, Tatlısu Mahallesi Alptekin Caddesi, Akif İnan Sk. No:5 Kat:9, 34774 Ümraniye/İstanbul
- Phone: +90 216 415 77 76
- Info: info@itservtechnology.com
- Web: www.itservtechnology.com

This Information Document is prepared in Turkish and English. In case of any conflict between the Turkish and English texts, the Turkish text shall prevail.

10. INFORMATION DOCUMENT INTEGRITY AND CHANGES As IT Service, we may make changes in this Information Document when necessary. Changes will become effective immediately upon publication of the Information Document at www.itservtechnology.com.