



ALTINORDU MADENCİLİK SANAYİ VE TİCARET A.Ş. GENERAL DISCLOSURE TEXT

Data Supervisor: Altınordu Madencilik Sanayi ve Ticaret A.Ş.
Hafta Sokak No: 9 GOP ÇANKAYA / ANKARA

Altınordu Madencilik Sanayi ve Ticaret A.Ş. As ("**Altınordu**"), we have prepared this Clarification Text in order to inform you about the processing, storage and transfer of your personal data within the scope of the Personal Data Protection Law No. 6698 ("**KVKK**") and the relevant legislation.

- Employee
- Employee Candidate
- Supplier Employee
- Supplier Officer
- Person Receiving Product or Service (Customer)
- Shareholder/Partner
- Member of Board of Directors
- Public Official
- Third Person
- Business Partner

1. Which Personal Data is Processed?

Employee
Detailed information about the processed personal data of employees has been made accessible only to our employees.
If you are a former employee of Altınordu, you can exercise your rights regarding your personal data processed by one of the application methods in this Clarification Text.

Employee Candidate	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none">• Name and Surname• Date of Birth• Driving License Class• Special Driving License Type• Military Status• Photo• Marital Status
Purposes of Processing Personal Data	<ul style="list-style-type: none">• Execution of Employee Candidate Application Processes Employee Candidate / Intern / Student Selection and Placement

	<p>Execution of Processes</p> <ul style="list-style-type: none"> • Execution of Assignment Processes • Planning Human Resources Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With the documents declared by the relevant person • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • Mobile Phone Number • E-Mail address • Home Phone Number • Residence-Postal Address
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Employee Candidate Application Processes • Planning Human Resources Processes • Employee Candidate / Intern / Student Selection and Placement • Execution of Processes • Execution of Assignment Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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,
Personal Data Collection Methods	<ul style="list-style-type: none"> • With the documents declared by the relevant person • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Curriculum Vitae Information • Position-title information • Reference Information

Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Employee Candidate Application Processes • Planning Human Resources Processes • Employee Candidate / Intern / Student Selection and Placement Execution of Processes • Execution of Assignment Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With the documents declared by the relevant person • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)
Professional Experience Information	
Processed Personal Data	<ul style="list-style-type: none"> • Computer Usage Knowledge • Diploma Information • On-the-Job Training Information • Foreign Language Knowledge
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Employee Candidate Application Processes • Planning Human Resources Processes • Employee Candidate / Intern / Student Selection and Placement Execution of Processes • Execution of Assignment Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With the documents declared by the relevant person • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)
Professional and Trade Union Membership Information	
Processed Personal Data	<ul style="list-style-type: none"> • Professional and trade association membership information

Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Employee Candidate Application Processes • Employee Candidate / Intern / Student Selection and Placement Execution of Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)
Legal Action Information	
Processed Personal Data	<ul style="list-style-type: none"> • Ongoing Litigation and Execution Information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Employee Candidate Application Processes • Planning Human Resources Processes • Employee Candidate / Intern / Student Selection and Placement Execution of Processes • Execution of Assignment Processes
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With the documents declared by the relevant person • With Job Application Form • İŞKUR and private employment agencies (Incl. Kariyer.net, Yenibiris.com, LinkedIn etc.)

Trainee

Detailed information about the processed personal data of the intern is made accessible only to our interns.

If you are a former intern of Altınordu, you can exercise your rights regarding your personal data processed through one of the application methods in this Clarification Text.

Supplier Employee	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Name and Surname ● Signature ● Signature circulars ● Stamp ● Personnel Registration Number ● TR Identity Number ● Tax identification number ● Power of Attorney ● Information Processed within the Scope of Authorization Certificate ● Information Processed under Power of Attorney
Purposes of Processing Personal Data	<ul style="list-style-type: none"> ● Employment Contract and Legislation for Employees Fulfillment of Obligations ● Conducting Audit / Ethics Activities ● Conducting Training Activities ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Monitoring and Execution of Legal Affairs ● Internal Audit / Investigation / Intelligence Activities Execution ● Execution of Communication Activities ● Execution / Supervision of Business Activities ● Execution of Occupational Health / Safety Activities ● Execution of Goods / Service Procurement Processes ● Execution of Goods / Services Production and Operation Processes ● Execution of Contract Processes ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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 ● 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
Personal Data	

Collection Methods	<ul style="list-style-type: none"> ● Through online electronic forms (e.g. website contact form) ● With other printed forms ● Email ● With the documents declared by the relevant person ● In-house software ● Suppliers
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Mobile Phone Number ● E-Mail address ● Work Phone Number ● Workplace Address ● Workplace Name-Title
Purposes of Processing Personal Data	<ul style="list-style-type: none"> ● Employment Contract and Legislation for Employees Fulfillment of Obligations ● Conducting Audit / Ethics Activities ● Conducting Training Activities ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Monitoring and Execution of Legal Affairs ● Internal Audit / Investigation / Intelligence Activities Execution ● Execution of Communication Activities ● Execution / Supervision of Business Activities ● Execution of Occupational Health / Safety Activities ● Execution of Goods / Service Procurement Processes ● Execution of Goods / Services Production and Operation Processes ● Execution of Contract Processes ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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, ● 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

Personal Data Collection Methods	<ul style="list-style-type: none"> ● Through online electronic forms (e.g. website contact form) ● With other printed forms ● Email ● Telephone ● With the documents declared by the relevant person ● In-house software ● Suppliers
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Position-title information ● Data processed within the scope of investigation minutes
Purposes of Processing Personal Data	<ul style="list-style-type: none"> ● Employment Contract and Legislation for Employees Fulfillment of Obligations ● Conducting Audit / Ethics Activities ● Conducting Training Activities ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Ensuring Physical Space Security ● Monitoring and Execution of Legal Affairs ● Internal Audit / Investigation / Intelligence Activities Execution ● Execution of Communication Activities ● Execution / Supervision of Business Activities ● Execution of Occupational Health / Safety Activities ● Execution of Goods / Service Procurement Processes ● Execution of Goods / Service Sales Processes ● Execution of Goods / Services Production and Operation Processes ● Organization and Event Management ● Execution of Contract Processes ● Ensuring the Security of Movable Property and Resources ● Execution of Supply Chain Management Processes ● Execution of Investment Processes ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altinordu 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, ● That it is mandatory for the data controller to fulfill its legal obligation

	<ul style="list-style-type: none"> • 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • Through online electronic forms (e.g. website contact form) • With other printed forms • Email • With the documents declared by the relevant person • In-house software • Telephone • Suppliers
Legal Action Information	
Processed Personal Data	<ul style="list-style-type: none"> • Information in Correspondence with Judicial Authorities • Information in the Case File • Information in Correspondence with Administrative Authorities • Information within the scope of the notice/notice
Personal Data Processing Purposes	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Monitoring and Execution of Legal Affairs • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Methods of Collecting Personal Data	<ul style="list-style-type: none"> • With other printed forms • With the documents declared by the relevant person

Supplier Officer	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name and Surname • Signature • Signature circulars • Stamp • Identity Card - Photocopy of Identity Card • TR Identity Number • Tax identification number

	<ul style="list-style-type: none"> • Authorization Certificate
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Occupational Health / Safety Activities • Execution of Goods / Service Procurement Processes • Execution of Storage and Archive Activities • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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 • That it is mandatory for the data controller to fulfill its legal obligation
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • Telephone • Email
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • Mobile Phone Number • E-Mail address • Work Phone Number • Workplace Address • Workplace Name-Title • Registered Electronic Mail (KEP) Address
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Goods / Service Procurement Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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, • That it is mandatory for the data controller to fulfill its legal obligation

Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms •
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Position-title information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Goods / Service Procurement Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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, • That it is mandatory for the data controller to fulfill its legal obligation
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms •
Finance Information	
Processed Personal Data	<ul style="list-style-type: none"> • Bank Account Information • VAT Declaration Amount
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Goods / Service Procurement Processes • Execution of Contract Processes • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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, • That it is mandatory for the data controller to fulfill its legal obligation

Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms
Legal Action Information	
Processed Personal Data	<ul style="list-style-type: none"> • Information in Correspondence with Judicial Authorities • Information in the Case File • Information in Correspondence with Administrative Authorities • Information within the scope of the notice/notice
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Monitoring and Execution of Legal Affairs • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altinordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • With the documents declared by the relevant person
Customer Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> • Invoice, bill, check information
Personal Data Processing Purposes	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs • Execution of Storage and Archive Activities • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altinordu 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, • That it is mandatory for the data controller to fulfill its legal obligation
Personal Data	<ul style="list-style-type: none"> • With other printed forms

Collection Methods	
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Person Receiving Product or Service (Customer)	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Name and Surname ● Signature ● Identity Card - Photocopy of Identity Card ● TR Identity Number ● Tax identification number
Purposes of Processing Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Execution of Storage and Archive Activities ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> ● With other printed forms
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> ● Mobile Phone Number ● E-Mail address ● Fax Number ● Work Phone Number ● Workplace Address ● Workplace Name-Title
Purposes of Processing Personal Data	<ul style="list-style-type: none"> ● Execution of Activities in Compliance with the Legislation ● Execution of Finance and Accounting Affairs ● Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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"> It is mandatory for the data controller to fulfill its legal obligation
Methods of Collecting Personal Data	<ul style="list-style-type: none"> With other printed forms
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> Position-title information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> Execution of Activities in Compliance with the Legislation Execution of Finance and Accounting Affairs
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> With other printed forms
Customer Transaction Information	
Processed Personal Data	<ul style="list-style-type: none"> Invoice, bill, check information Order information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> Execution of Activities in Compliance with the Legislation Execution of Finance and Accounting Affairs Execution of Storage and Archive Activities Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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"> Fulfillment of the legal obligation of the data controller is mandatory for the fulfillment of its obligations.
Personal Data Collection Methods	<ul style="list-style-type: none"> With other printed forms
Finance Information	

Processed Personal Data	<ul style="list-style-type: none"> • Bank Account Information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution of Finance and Accounting Affairs
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms

Visitor	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name and Surname • Vehicle License Plate Information • Signature • Weapon Serial Number and Type • TR Identity Number
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Information Security Processes • Execution of Activities in Compliance with the Legislation • Ensuring Physical Space Security • Ensuring the Security of Data Controller Operations • Providing Information to Authorized Persons, Institutions and Organizations • Creating and Tracking Visitor Records
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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, • 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
Personal Data	<ul style="list-style-type: none"> • Through online electronic forms (e.g. website contact

Collection Methods	<p>form)</p> <ul style="list-style-type: none"> • With other printed forms • Workplace-Company Entry-Exit Records (non-electronic, notebooks, sheets, etc.)
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • Mobile Phone Number
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Information Security Processes • Execution of Activities in Compliance with the Legislation • Ensuring Physical Space Security • Creating and Tracking Visitor Records
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • Through online electronic forms (e.g. website contact form) • Workplace-Company Entry-Exit Records (non-electronic, notebooks, sheets, etc.)
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Visit Time and Date • Date of delivery • Reason for Visit
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Ensuring Physical Space Security • Ensuring the Security of Data Controller Operations • Creating and Tracking Visitor Records
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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 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 • That it is mandatory for the data controller to fulfill its legal obligation

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Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms • Workplace-Company Entry-Exit Records (non-electronic, books, sheets, etc.)
Transaction Security Information	
Processed Personal Data	<ul style="list-style-type: none"> • Port information • Device MAC Address • Destination IP address • IP Address Information • Start and end time of use
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Information Security Processes • Execution of Activities in Compliance with the Legislation • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • Through online electronic forms (e.g. website contact form)
Audiovisual Recording Information	
Processed Personal Data	<ul style="list-style-type: none"> • CCTV Recordings • Auditory Recordings
Personal Data Processing Purposes	<ul style="list-style-type: none"> • Ensuring Physical Space Security • Ensuring the Security of Data Controller Operations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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 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	<ul style="list-style-type: none"> • CCTV Recordings

Shareholder / Partner

Detailed information about the processed personal data of our Shareholders/Partners has been made accessible only to our shareholders/partners.

Member of Board of Directors

Detailed information about the processed personal data of our board members is made available only to our board members.

Public Official

Identity Information

Processed Personal Data	<ul style="list-style-type: none">Name and SurnameSignature
Purposes of Processing Personal Data	<ul style="list-style-type: none">Execution of Activities in Compliance with the LegislationProviding Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	Your personal data is processed by Altınordu 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 mandatory for the data controller to fulfill its legal obligation
Personal Data Collection Methods	<ul style="list-style-type: none">With other printed forms

Contact Information

Processed Personal Data	<ul style="list-style-type: none">E-Mail addressWorkplace Name-Title
Purposes of Processing Personal Data	<ul style="list-style-type: none">Execution of Activities in Compliance with the LegislationProviding Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	Your personal data is processed by Altınordu 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 mandatory for the data controller to fulfill its legal obligation

Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Position-title information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms

Third Person	
Identity Information	
Processed Personal Data	<ul style="list-style-type: none"> • Name and Surname • Signature
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution / Supervision of Business Activities • Tracking Requests / Complaints • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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"> • 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
Personal Data	<ul style="list-style-type: none"> • With other printed forms

Collection Methods	
Contact Information	
Processed Personal Data	<ul style="list-style-type: none"> • E-Mail address • Work Phone Number • Workplace Name-Title
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution of Activities in Compliance with the Legislation • Execution / Supervision of Business Activities • Tracking Requests / Complaints • Providing Information to Authorized Persons, Institutions and Organizations
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms
Personal Information	
Processed Personal Data	<ul style="list-style-type: none"> • Position-Occupation Information
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Execution / Supervision of Business Activities Follow-up of Requests / Complaints
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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 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
Personal Data Collection Methods	<ul style="list-style-type: none"> • With other printed forms

Business Partner	
Audiovisual Recording Information	
Processed Personal Data	<ul style="list-style-type: none"> • Photo
Purposes of Processing Personal Data	<ul style="list-style-type: none"> • Organization and Event Management
Legal Grounds for Processing Personal Data	<p>Your personal data is processed by Altınordu 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"> • Explicit consent of the person concerned
Personal Data Collection Methods	<ul style="list-style-type: none"> • Cameras

2. To Whom and For What Purpose Personal Data Can Be Transferred

Your personal data may be transferred to the following persons and organizations only to the extent necessary for the realization of the relevant purpose, by complying with the rules in Article 8 of the KVKK regarding the transfer or Article 9 regarding the transfer abroad and by taking the necessary technical and administrative measures.

- To the **Authorized Public Institutions and Organizations** for the purposes of conducting activities in accordance with the legislation, informing authorized persons, institutions and organizations, fulfilling the obligations arising from the employment contract and legislation for employees, following up and conducting legal affairs within the scope stipulated by the legal regulation,
- To the **Natural Persons or Private Legal Entities** for the purposes of conducting business activities, conducting communication activities, conducting occupational health and safety processes, conducting logistics activities, tracking requests and complaints, organization and event management, and conducting goods / services purchasing and sales processes
- To the **Subsidiaries and Affiliates** for the purposes of carrying out information security processes, conducting/supervising business activities, planning human resources processes, carrying out storage and archive activities, carrying out financial and accounting affairs and carrying out contract processes,
- To the **Suppliers** for the purposes of executing information security processes, executing access authorizations, executing / auditing business activities and following up requests / complaints
- To the **Independent Audit Companies** for the purposes of conducting audit/ethical activities and executing contract processes

- To the **Business Partners** for the purposes of conducting employee candidate / intern / student selection and placement processes, conducting assignment processes, planning human resources processes and conducting the application processes of employee candidates

3. How Long Is Your Personal Data Stored?

If a period of time is specified for the storage of your personal data in the law or relevant legislation, the data in question must be kept for at least this period. If a period is not stipulated in the law or the relevant legislation; it is kept for reasonable periods of time determined in connection with the purposes of processing, provided that it is limited and measured.

4. What Are Your Rights Regarding Your Personal Data as a Data Subject?

You have the following rights regarding your personal data;

- 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,
- To object to the emergence of a result to the detriment of the person himself/herself by analyzing the processed data exclusively through automated systems and
- In case you suffer damage due to unlawful processing of personal data, to demand the compensation of this damage

5. How Can You Exercise Your Rights as a Data Subject?

If you wish, you can submit your applications and requests regarding your personal data to Altınordu via [the Relevant Person Application Form](#)
<http://www.limak.com.tr/files/kvkk/altinordu-madencilik/ilgili-kisi-basvuru-formu.pdf>;

- by sending an e-mail to kvkk_altinordu@limak.com.tr ,
- By applying to Altınordu in person with a valid identity document,
- By sending it to Hafta Sokak No: 9 GOP ÇANKAYA / ANKARA with a wet signature and a copy of your identity card,

- By signing with mobile signature or secure electronic signature and sending an e-mail to kvkk_altinordu@limak.com.tr
- By sending to altinordumadencilik@hs02.kep.tr registered electronic mail (KEP) address and by using a secure electronic signature or mobile signature,

Pursuant to the Communiqué on the Procedures and Principles of Application to the Data Controller, the application of the Data Subject must include the name, surname, signature if the application is in writing, Turkish ID number (if the applicant is a foreigner, his/her nationality, passport number or ID number, if any), residential or workplace address for notification, e-mail address for notification, telephone number and fax number, 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.

Requests made by unauthorized third parties on behalf of someone else will not be evaluated.

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

Your requests regarding your personal data are evaluated and answered as soon as possible and within 30 days at the latest from the date of receipt by Altinordu. If your request is accepted or rejected with an explanation of the reasons, our response will be sent to you by mail or e-mail to the address you specified in your application, if possible, in the same manner in which your request was made.