

FG WILSON ENERJİ ÇÖZÜMLERİ

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

“Customer Employee / Representative”

1 Data Controller

As FG Wilson Enerji Çözümleri Sanayi ve Ticaret A.Ş. (“**FG Wilson**” or the “**Company**”), we place great importance on the protection of personal data and on processing personal data in a transparent and lawful manner. In accordance with the Personal Data Protection Law No. 6698 (“the Law”), we act as the data controller when processing your personal data.

With this Privacy Notice, we aim to inform you about the personal data processed within the scope of your capacity as a customer employee/representative.

2 Your Processed Personal Data, Purposes of Processing, and Legal Bases

Article 5 of [the Personal Data Protection Law No. 6698](#) (“the Law”) sets out the legal bases for the processing of personal data. In the table below, you may find information regarding which categories of your personal data are processed, for which purposes, and on which legal bases such processing activities rely:

For What Purposes Are Your Personal Data Processed?	On Which Legal Bases Are Your Personal Data Processed?	Processed Personal Data
- Carrying out processes relating to requests, quotations, orders, and work orders for our products and services, - Carrying out operational processes for the performance of the contract between our customer and the Company (for example, creation of the customer record, receipt of product orders, delivery of the product, and performance of installation services), - Providing after-sales support services including order cancellations, product returns, damage, insurance, and warranty services, - Fulfilling your service, maintenance, and repair requests regarding the machines and equipment sold or leased, - Using card access systems, visitor logs, and identity verification practices for the purposes of physical security, entry–exit control, and access tracking during visits to Company premises, - Carrying out financial and accounting processes, including making payment transactions, - Receiving and responding to your suggestions, requests, and complaints,	<u>Art. 5/2(f) of the Law</u> Processing is necessary for the legitimate interests of the data controller, provided that it does not prejudice the fundamental rights and freedoms of the data subject.	Identity (name, surname, Turkish ID number, copy of ID card, copy of driver’s licence, date of birth, place of birth, passport information, tax ID number if you are a sole proprietor) Contact (e-mail address, phone number, and physical address) Financial Information (information regarding payments and payment methods, bank information, IBAN) Customer Transaction Information (order information, products subject to the order, order amount, delivery status information, order history, invoice information, request/complaint information, information relating to transactions performed by you including comments, ratings and reviews, customer number) Transaction Security Information (device operating system and version,

- Carrying out communication activities within the scope of operations (for example, contacting you to schedule your service appointment), - Carrying out credit and risk assessment processes regarding our customer; conducting financial adequacy checks, - Carrying out travel and organization processes, - Carrying out activities aimed at developing and improving our products, services, processes, and customer experience, - Conducting customer surveys, - Carrying out customs transfer procedures, - Ensuring the reporting, auditing, and review of our business processes, as well as our compliance with the policies, practices, and rules of our group companies and with manufacturer standards.		- device type, device ID, hardware model, IP address, user activity logs, password information) - Professional Experience (the representative's company, position and role information; employee registry information) - Other (signature)
- In cases where authorised institutions or organisations request information from our Company, or where we are required to provide notifications to such institutions, fulfilling our legal obligations (for example, sharing your information upon the request of a public authority in relation to a transaction suspected to be unlawful). - Fulfilling our obligations arising from legislation (for example, using your personal data for the issuance of an invoice for a sales/lease transaction in accordance with tax laws).	<u>Kanun md. 5/2 (c)</u> Processing is necessary for the data controller to fulfil its legal obligations.	- Identity (name, surname, Turkish ID number, copy of ID card, copy of driver's licence, date of birth, place of birth, passport information, tax ID number if you are a sole proprietor) - Contact (e-mail address, phone number, and physical address) - Financial Information (information regarding payments and payment methods, bank information, IBAN) - Customer Transaction Information (order information, products subject to the order, order amount, delivery status information, order history, invoice information, request/complaint information, information relating to transactions performed by you including comments, ratings and reviews, customer number)
Ensuring the protection and exercise of our rights and the conduct of legal proceedings in the event of a potential dispute.	<u>Art. 5/2(e) of the Law</u> Processing is necessary for the establishment, exercise, or protection of a right.	- Transaction Security Information (device operating system and version, device type, device ID, hardware model, IP address, user activity logs, password information) - Professional Experience (the representative's company, position and role information; employee registry information) - Other (signature) - Legal Transaction Information (correspondence with judicial authorities; information relating to litigation/enforcement files in the event of a dispute)

3 Third Parties to Whom Your Personal Data Are Transferred and Purposes of Transfer

Your personal data are shared with third parties in accordance with the rules on the transfer of personal data set out in the Law and the applicable legislation. The third parties with whom we share your personal data, and the purposes of such sharing are listed below:

- **Suppliers and Business Partners:** Your personal data are transferred for the purpose of receiving support within the scope of services procured from third parties (for example, carrying out product/service sales through vendors, managing orders and delivery processes, preparation of the products requested by our customers by our dealers, and managing order and delivery processes).
- **FG Wilson Vendors:** Your personal data are transferred for the purpose of carrying out product/service sales through vendors and managing order and delivery processes.
- **FG Wilson Service Providers:** Your personal data are transferred for the purpose of preparing the products requested by our customers by our dealers and managing order and delivery processes.
- **Authorized Institutions and Organizations:** Your personal data are transferred to authorized institutions and organizations for the purpose of fulfilling our legal obligations in cases where such institutions request information from our Company or where we are required to provide notifications to them.
- **Our Group Companies:** Your personal data are transferred for the purposes of ensuring compliance with group company policies and rules and carrying out audit and reporting processes.

Your personal data are transferred abroad by FG Wilson in accordance with the purposes and third parties specified above and in compliance with the rules set out under Article 9 of the Law. FG Wilson acts in accordance with the requirements of Article 9 of the Law when transferring your personal data abroad and takes all necessary administrative and technical measures to ensure that your personal data are processed securely by third parties and in line with this Notice.

4 Methods of Collecting Your Personal Data

Your personal data are collected through automatic, partially automatic, and non-automatic methods, provided that they form part of a data recording system, by means of providing information/documents in physical or electronic form, e-mail correspondence, internal Company systems, or telephone communications.

5 Data Subject Rights

As data subjects, you may exercise your rights set out in Article 11 of the Law, which regulates the “rights of the data subject”, by:

- Sending a written request by post to the Company’s registered operating address at Kuriş Kule, Cevizli Mahallesi, Cevizli D-100 Güney Yan yolu No:2 Kat:10, Kartal/İstanbul
 - Sending an e-mail containing your request to, fgwcompliance@borusan.com by using the e-mail address registered in our systems.
- You may also submit your requests to us by using other methods specified in the [Communiqué on the Principles and Procedures for the Application to the Data Controller](#).