

TEKFEN HOLDING CO., INC.
DISCLOSURE STATEMENT FOR PROCESSING VISITOR PERSONAL DATA

1. Data Manager and Representative

Under the Law on Protection of Personal Data No. 6698 ("KVKK"), we, Tekfen Holding and Facility Management Co., Inc. ("Tekfen Holding"), shall, with the capacity of a data manager, be entitled to process, record, save, classify, update and disclose/convey to 3rd parties when allowed by the legislation and/or limited to the purpose of their processing personal data of you, our visitors, for the below set forth purposes and in accordance with the law and integrity rules.

2. Purpose of Processing Your Personal Data

Your aforementioned personal data is, in accordance with the basic principles set forth in the KVKK and pursuant to the relevant legislation, in particular the KVKK legislation, being processed and saved safely in physical or electronic environment for an appropriate period for processing purposes in order to conduct image recording processes for security purposes, identification and permission processes during entering into premises, coordinate OHS trainings and keeping job accident records, coordinate HSE visitor procedure and emergency operations, conduct health processes, receive guest internet use records, communication forms. Within the scope of the aforementioned activities, Tekfen Holding acts in compliance with the obligations set forth in the entire legislation, in particular the KVKK for the protection of personal data.

For detailed information on Tekfen Holding's data processing policy, you can review the Tekfen Holding Personal Data Protection and Privacy Policy at the address www.tekfen.com.tr

3. Conveyance of Your Personal Data

Your personal data processed for the aforementioned purposes may be conveyed by Tekfen Holding to our business partners, shareholders, competent public bodies and organizations, private persons, firms we receive support services in order to perform our activities and independent auditing companies under statutory requirements and legal limitations in accordance with the basic principles set forth in the KVKK and under and for the personal data processing conditions and purposes as set forth in articles 8 and 9 of the KVKK with the limitation of the aforementioned purposes.

4. Data Conveyance to Abroad

Tekfen Holding may convey your personal data by obtaining your express consent pursuant to the principles set forth in article 4(2) of the KVKK or without obtaining express consent in existence of circumstances set forth in articles 5(2) and 6(3), and to persons and entities only residing in those countries after such foreign countries with adequate protection to be determined by the Personal Data Protection Board ("the Board") under article 9 of the Law and for countries where it is determined and announced that there is no adequate protection, with the limitation of

the circumstances where the data managers in Turkey and the concerned foreign country undertake an adequate protection in writing and the Board's permit can be obtained for the concerned conveyance.

5. Method and Legal Reason for Collecting Your Personal Data

Your personal data is collected for the purpose of improving the services we provide and conduct our business activities based on the above stated legal reasons through camera recording system, visitor statements, training attendance minutes, forms, eyewitnesses, unit officers, application forms, scene details, competent authorities, visitor internet access and recording system and different channels by Tekfen Holding for the purpose of conducting our activities. Within this framework, your personal data can be processed and conveyed by obtaining your express consent pursuant to the principles set forth in article 4(2) of the KVKK or without obtaining express consent in existence of circumstances set forth in articles 5(2) and 6(3).

6. Your Rights as Concerned Person Under Article 11 of KVKK

You, our valued visitors, may communicate your claims for your rights to Kültür Mah Tekfen Sitesi Budak Sokak A Blok No:7 Ulus / Beşiktaş 34340 Istanbul by completing and signing the form at the address www.tekfen.com.tr Tekfen Holding shall bring any claim to conclusion as soon as possible and within *thirty (30)* days at latest free of charge according to the nature of the claim. But, if such process requires a separate cost, we will charge the fee in the tariff determined by the Board.

Your rights under article 11 of KVKK are as follows:

- Learn whether or not personal data is being processed,
- If personal data is processed, request information on this,
- Learn the purpose of processing personal data and whether or not it is used for the proper purpose,
- Know the third parties to which personal data is conveyed at home or abroad,
- Request correction of personal data if it is processed incompletely or wrongly,
- Request deletion or destruction of personal data under the conditions set forth in article 7,
- Request communication of the procedures performed under paragraphs (d) and (e) to third parties to whom personal data is conveyed,
- Object to emergence of a consequence against the person him/herself as a result of analyzing the processed data exclusively through automated systems,
- Claim remedy of any damages in case of any damage due to unlawful processing of personal data.

* This Disclosure Statement ("the Statement") is prepared on 20/11/2017. In case of any change in the text of this statement, the effective date and content of this Statement shall be updated.