

## INFORMATION NOTICE FOR WEBSITE CONTACT FORM

### A. Identity of the Data Controller

On April 7, 2016, the “Law No. 6698 on the Protection of Personal Data” (hereinafter to be briefly referred to as the “LPPD”) entered into force upon its promulgation. YANMAR TURKEY MAKİNE ANONİM ŞİRKETİ, a joint stock company having its registered office situated at ÇINARLI MAHALLESİ FATİH CAD. NO: 16 -18/21 KONAK/İZMİR, with the registered electronic mail (KEP) address of yanmarturkey@hs01.kep.tr, registered at Karşıyaka Tax Office with the tax ID number of 9360691920 (the “Data Controller” or the “Company”) is in the capacity of a “Data Controller” under the aforementioned law, and carries out the necessary compliance studies in order to fulfill the obligations as necessitated by such capacity. This Information Notice is intended to fulfill the DATA CONTROLLER’s “obligation to inform” its business partners and suppliers (including potential business partners and suppliers) under the LPPD. This Information Notice will be updated and posted by the DATA CONTROLLER as and when so required.

### B. Legal Bases and Methods for Personal Data Collection

The Data Controller, in its capacity as the data controller, electronically collects personal data over the contact form which is available on our website. Your personal data which are collected for the foregoing legal grounds may be processed and transferred on the basis of the personal data processing conditions which are stipulated in Articles 5 and 6 of the LPPD, for the purposes listed herein under clauses (3) and (4) of this Information Notice. Furthermore, your personal data may be disclosed to the public authorities in cases where such personal data are sought in accordance with the applicable legislation and are required to be shared therewith pursuant to the mandatory provisions of the applicable legislation. Your personal data may further be used to the extent as required for any actual or potential legal dispute having an impact on the Data Controller and shared with courts and other competent authorities and institutions. In this regard, the following personal data of yours may be processed, without seeking your explicit consent, in accordance with article 5(2)(ç) of the LPPD for compliance by the Data Controller with its statutory obligations, and article 5(2)(e) of the LPPD for the establishment, exercise or protection by the Data Controller of its rights.

<u>Data Category</u>	<u>Description</u>	<u>Purpose for Processing</u>	<u>Legal Basis</u>
Identification Contact Details	Name-Surname; Phone Number; E-mail, Country and Province of Residence	Conducting of Company / Products /Services Loyalty Processes; Conducting of Communication Activities; Conducting / Inspection of Business Activities; Attainment and Evaluation of Recommendations for the Improvement of Business Processes; Carrying out of After-Sale Support Services for Goods / Services; Conducting of the Goods / Services Sale Processes; Conducting of Customer Relations Management Processes; Conducting of Activities Intended for Customer Satisfaction; Carrying out of Advertisement / Campaign / Promotions Processes; Carrying out of Storage and Archiving Activities; Conducting of Contractual Processes; Follow-up of Requests / Complaints; Conducting of the Products/Services Marketing Processes; Furnishing of Information to Authorized Persons, Institutions and Organizations	conclusion or performance of a contract; data processing being required for the legitimate interests of the data controller, provided not to impair the fundamental rights and freedoms of the data subject
Message Contents	Personal data relating to an identified or identifiable natural person indicated in the message section of the Contact Form		

Our Company seeks your explicit consent in cases where explicit consent is required to be obtained under the applicable clauses. However, in cases of the existence of any of the conditions specified in Article 5(2) of the LPPD, personal data may be processed without the attainment of the consent of the data subject. According to the mandatory provisions of the laws, it is essential to keep the information of natural persons accurate and up-to-date. Accordingly, our Company may request you to update your personal information on a periodic basis.

Even if you do not share any information with our Company through our website or other communication channels, there may be certain other data which may be collected during your visit. Please refer to our cookie policy for further information. However, we can express in advance that as per our cookie policy, very limited types of cookies are used solely for meeting the website visitor's needs concerning their website experience and analytical purposes. During your visit, information such as the language of your internet browser, your time zone, the duration of your visit of our web pages and search engine optimization data are collected, and the information about the visits of our website are shared with our Company in an anonymized and aggregated manner (such as the number of visitors from each country) through the tools which we utilize. The tools which we use do not share – with our Company – the personal data which are processed thereby.

### **C. Retention Period**

Your personal data which are processed by the Data Controller will be stored for the time as necessitated by the purpose for which they are processed. After the expiry of the period which is prescribed in the applicable legislation, your personal data will be erased, destructed or anonymized by the Data Controller or upon your request in the event of the existence of the conditions concerned, under the LPPD or the applicable regulations. You may revoke your consent given for the processing of personal data (other than data which are legally required to be processed) at any time.

### **D. Transfer of Personal Data and the Purposes for Transfer**

The Data Controller may share your personal data with (a) our third-party business partners, third party companies from which we receive services/support/consultancy, our suppliers, affiliates and subsidiaries - only if required to fulfill for the purposes listed hereinabove; and (b) the public institutions and organizations and the judicial bodies, in cases where so required to comply with our statutory obligations or the establishment, exercise and protection of our rights.

### **F. Rights of Data Subjects**

Pursuant to the LPPD, you possess the following rights concerning your personal data:

- being informed of whether your personal data are processed by our Company or not;
- requesting information thereon if your personal data have been processed;
- being informed of the purpose for the processing of your personal data and whether such data were used in conformity with such purpose or not;
- knowing the third parties in Turkey or abroad to whom/which personal data are transferred;
- requesting the rectification of incomplete or inaccurate personal data which were processed and the notification, of the operation carried out within this scope, to third parties to whom/which personal data were transferred;
- requesting the deletion or destruction of personal data despite the processing in accordance with the law and other applicable legal provisions, once the reasons necessitating the processing cease to exist, and within this scope, if the personal data were processed incompletely and inaccurately, the notification, of the operation carried out within this scope, to third parties to whom/which personal data were transferred;
- objecting to any outcomes to your detriment by means of the analysis of the processed data exclusively through automated means;
- claiming the compensation of your damages, in case you incur any damages due to the unlawful processing of personal data.

You may submit your application regarding your request to exercise your rights which are enumerated in article 11 of the Law No. 6698, in accordance with the “Communiqué on the Procedures and Principles of Application to the Data Controller”, by filling in the Application Form, which is accessible from our website, and delivering it to our Company by hand, via registered electronic mail (KEP) address, post or your e-mail address which has already been registered in our records. Your applications which are so communicated to our Company will be evaluated and concluded as soon as possible and within 30 (thirty) days at the latest.

The following should be included in the application:

Name, surname and if the application is in writing, signature; Turkish ID Number for Turkish citizens; for foreigners, nationality, passport number/ID number, residence or business address for notification (*address for service*); if any, electronic mail address for notification, phone or facsimile number, subject of request.

Depending on the nature and method of the application, the Company may seek additional verification in order to confirm that the application indeed belongs to your party, and to safeguard your rights.