

TÜRKİYE PETROL RAFİNERİLERİ ANONİM ŞİRKETİ
INFORMATION NOTE ON PROCESSING OF PERSONAL DATA OF
EMPLOYEES/AUTHORIZED REPRESENTATIVES OF SUPPLIERS/PARTNERS

Your personal data can be processed by Türkiye Petrol Rafinerileri Anonim Şirketi (“**Company**”), acting as the Data Controller, under the Law No. 6698 on Protection of Personal Data (“**Law No. 6698**”) for the purposes described below.

Details of these purposes of processing of your personal data by our Company can be found in the Policy on Protection and Processing of Personal Data of Türkiye Petrol Rafinerileri Anonim Şirketi, published on the website at <https://www.tupras.com.tr/kisisel-verilerin-korunmasi> .

a) Purposes of Processing of Personal Data

Your collected personal data can be processed for the purposes listed below, which form the subject matter of disclosure of your personal data to us, in compliance with the terms and conditions for processing of personal data as described in Articles 5 and 6 of the Law No. 6698:

- Management of relationships with the partners and/or suppliers/their employees, supply chain management, tracking financial and/or accounting works, tracking contractual processes and/or legal claims, performance of audit operations, planning and execution of corporate communication activities, and event management in order to perform commercial operations of the Company;
- Ensuring legal, technical and commercial business safety of the Company and relevant persons that are in a business relationship with the Company, ensuring the security of Company sites, fixtures and/or resources, providing information required by applicable legislations to authorized entities, tracking legal procedures, such as lawsuits, executions, etc.;
- Keeping entry/exit logs of partners/suppliers and their authorized representatives, employees and vehicles.

b) To Whom the Processed Data can be Transferred and for which Purpose

Your collected personal data can be transferred to our partners, shareholders, suppliers, legally authorized public entities and private persons or organizations and third parties and, provided that it will be limited with the fulfillment of these purposes, to Koç Holding A.Ş. and Group Companies of Koç Holding A.Ş. (entire list of group companies can be found at <http://www.koc.com.tr/tr-tr/faaliyet-alanlari/sirketler>), in accordance with the terms and purposes of processing of personal data as defined in Articles 8 and 9 of the Law No. 6698 and these data can be processed in or abroad accordingly.

ç) Method and Legal Reason of Collection of Personal Data

Your personal data are collected physically and electronically through e-mail, phone, web service, cargo/mail, personally delivered printed forms and photography and video shooting performed during events/works in accordance with personal data processing conditions specified in Articles 5 and 6 of the Law. Your personal data are processed for purposes provided in this Information Note, based on the legal reasons of explicit consent only if it is clearly prescribed in the laws, required to establish, exercise or protect a right, required for the

Company to fulfill its legal obligations, directly related with execution and performance of an agreement and required for legitimate interests of the Company and under the Law.

c) Rights of the Owner of Personal Data, Listed in Article 11 of the Law No. 6698

We would like to inform you that you, as the owner of personal data, have the following rights as per Article 11 of the Law:

- To inquire whether their personal data have been processed or not;
- If their personal data have been processed, to request information about such processing;
- To inquire the purpose of processing of personal data and whether such data have been used in accordance with the said purpose or not;
- To know the third parties in or abroad, to whom the personal data have been transferred;
- If personal data have been processed incompletely or inaccurately, to request rectification of such data and notification of third parties, to whom the personal data were transferred, about such rectifications;
- If, despite of processing in compliance with the provisions of the Law No. 6698 and other applicable laws, the reasons that require processing of personal data are no longer available, to request deletion or destruction of their personal data and to request the third parties, to whom the personal data were transferred, to be notified about the actions performed under this sub-paragraph;
- To object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems;
- To request compensation for the damages in case they suffer damages due to unlawful processing of personal data.

You can submit your applications for your rights listed above to our Company by completing "Data Owner Application Form", which you can find at <https://www.tupras.com.tr/kisisel-verilerin-korunmasi>. Your applications will be concluded free of charge as soon as possible, which shall never exceed thirty days, depending on the nature of your request. However, if this request requires an additional cost, the Company shall charge the fee listed in the tariff, which will be determined by the Board of Protection of Personal Data.