



## **GÜRALP VİNÇ and MACHINERY CONSTRUCTION and INDUSTRY JOINT STOCK COMPANY**

### **General Information Notice on the Processing of Personal Data (GDPR Compliance)**

The protection of personal data is a fundamental right and is among our company's top priorities. In this regard, we make every effort to act in accordance with the **General Data Protection Regulation (GDPR)**, international conventions on human rights, and relevant national and international data protection legislation.

With this awareness, as a company, we attach great importance to the lawful processing and protection of the personal data of our customers, potential customers, employees, employee candidates, interns and students, supplier/subcontractor employees and their authorized persons, shareholders and business partners, visitors, and other third parties whose data we process.

We ensure transparency by informing data subjects, and in this context, we aim to inform you with this Information Notice, in full awareness of our disclosure obligation under the GDPR.

#### **Identity of the Data Controller**

In accordance with the GDPR, **GÜRALP VİNÇ and MACHINERY CONSTRUCTION and INDUSTRY JOINT STOCK COMPANY** ("GÜRALP VİNÇ") acts as the **Data Controller**.

As the Data Controller, we process your personal data as outlined below and in accordance with the applicable legal framework.

#### **Purposes of Processing Personal Data**

Your personal data shared with our company may be processed for the following purposes:

- Performing the necessary activities by our business units for you to benefit from the products and services we offer;
- Recording workflow processes for product safety and internal quality controls;
- Maintaining physical security in company premises through CCTV systems;

- Carrying out marketing and sales activities related to our products and services, including sending commercial communications by obtaining necessary identity and contact information;
- Fulfilling human resources obligations and implementing policies for employees and candidates;
- Ensuring the legal and commercial security of our company and stakeholders;
- Managing legal proceedings and establishing, exercising, or defending legal claims;
- Ensuring information security;
- Defining and implementing our commercial and business strategies.

Your personal data is processed in accordance with the principles, legal bases, and purposes outlined in Articles 6 and 9 of the GDPR.

### **Method and Legal Basis of Data Collection**

Your personal data may be collected verbally, in writing, or electronically by Güralp for the purposes of conducting its commercial activities. According to the GDPR, personal data may be processed based on **your explicit consent**, or **other legal bases** such as legitimate interest, contractual necessity, compliance with legal obligations, or vital interests.

Your data will be processed fairly and lawfully, in a transparent manner, for specified and legitimate purposes, limited to what is necessary, kept up to date, and stored for no longer than required for the purposes of processing.

Where necessary, data may be transferred to authorized third parties (e.g. public authorities, courts, external service providers) in accordance with the GDPR.

### **Rights of the Data Subject (as per Articles 12–23 of the GDPR)**

Under the GDPR, you have the following rights regarding your personal data:

- To access your personal data;
- To request correction of inaccurate or incomplete data;
- To request erasure ("right to be forgotten") when the data is no longer necessary;
- To restrict or object to processing, especially when processing is based on legitimate interests;
- To request data portability;

- To withdraw your consent at any time where processing is based on consent;
- To lodge a complaint with a supervisory authority if you believe your rights have been violated.

### **Exercising Your Rights and Contact**

To exercise your rights under the GDPR, you may submit a written request including your identity and contact details by:

- Filling out the **Data Subject Request Form** available at [www.guralpvinc.com.tr](http://www.guralpvinc.com.tr);
- Sending it by post to the address:  
**Yedi Eylül Mahallesi, Ümit Tunçağ Caddesi No:4, Torbalı / İZMİR,**
- Or by secure email with an electronic signature to: **[guralpvinc@hs03.kep.tr](mailto:guralpvinc@hs03.kep.tr)**

We aim to respond to your request as soon as possible, and no later than one month. If the request is complex or numerous, this period may be extended by two further months, in accordance with the GDPR. If your request incurs costs, you may be charged a reasonable fee based on administrative expenses.