

PERSONAL DATA PROTECTION POLICY

Scope a. The purpose of this personal data protection policy ("Policy") is to protect the personal data of third parties of DMC SERAMİK Sanayi ve Ticaret A.Ş. and its affiliated companies as well as its affiliates and shareholders ("DMC SERAMİK") to ensure that it operates in accordance with its regulations protected by Law no: 6698 called Personal Data Protection Law ("Law").

Violation of the law will be dealt by DMC SERAMİK and will be evaluated within the scope of disciplinary procedures. For the purposes of the law, the following definitions will be taken as basis:

- I. Personal Data: Any information relating to an identified or identifiable natural person;
- II. Processing of Personal Data: Obtaining, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available the Personal Data by fully or partially automatic or non-automatic means provided that it is a part of any data recording system, all kinds of operations carried out on the data, such as the classification or prevention of its use;
- III. Special Qualified Personal Data: Data about the race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing, association, foundation or union membership, health, sexual life, criminal conviction and security measures, and biometric data. and genetic data;
- IV. Data Controller: Any natural or legal person who determines the purposes and means of processing Personal Data and is responsible for the establishment and management of the data recording system;
- V. Data Processor: A third natural or legal person who processes Personal Data on their behalf based on the authority given by DMC SERAMİK;
- VI. Data Owner: The real person whose Personal Data is processed;
- VII. Data Registration System: The registration system in which the Personal Data used by DMC SERAMİK are structured and processed according to certain criteria;
- VIII. Board: Personal Data Protection Board;
- IX. Institution: Personal Data Protection Authority;
- X. Law: Refers to the Law on Protection of Personal Data No. 6698 published in the Official Gazette dated 7 April 2016 and numbered 29677. With this Policy, DMC SERAMİK aims to inform the Data Owner and its content is as follows:

Content and categories of Personal Data collected by DMC SERAMİK; usage and transfer options; ii. Processing forms of Personal Data; iii. How Personal Data is stored; PERSONAL DATA PROTECTION POLICY iv. Rights of Personal Data Owners; v. Measures taken to protect Personal Data; 2. Principles Regarding the Processing of Personal Data a. The purpose of DMC SERAMİK is the whole of the purposes stated in the trade registers. b. Personal Data that can be collected and processed from customers, employees, dealers, and officials of DMC SERAMİK in relation to its purpose are listed below and this list can be expanded in line with the purposes of DMC SERAMİK:

- I. Identity card, driver's license, passport, residence, identity record sample, marriage certificate etc. identity documents and their samples;
- II. iSağlık (online health) reports, blood group reports etc. health information such as;
- III. Meeting, seminar etc. photographs and video recordings taken at events such as;
- IV. Photo and video recordings taken for security reasons;
- V. Telephone number, e-mail address information;
- VI. Various information about criminal convictions and security measures, including criminal record; vii. Any official document confirming the signature of the data owner; c. DMC CERAMİK, for commercial partners; KVKK art. Except for the exceptions set out in 5(2)(c), it undertakes to process Personal Data only for the purposes and grounds set out below;
 - i. Use of previously obtained data in further processing;
 - ii. Resolution of commercial disputes,
 - iii. To gain time,
 - iv. Transferring data to foreign or domestic servers in order to ensure data security,
 - v. To backup data,
 - vi. External and internal audit, accounting, tax consultancy,
 - vii. Carrying out internal data transfer,
 - viii. IT, translation, legal consultancy service,
 - ix. iForward planning,
 - x. Keeping statistics,
 - xi. Follow up on past work,
 - xii. Order and control in the workplace, management and ensuring harmony,
 - xiii. Archiving data from office activities; Streamlining the recruitment process,
 - xiv. Organizing Master and Partner training seminars; xvi. Customer satisfaction, quality control,
 - xv. Providing WIFI service,
 - xvi. Marketing, development of new products and services,
 - xvii. Sending congratulatory messages and e-mails on national and religious holidays and special days,
 - xviii. Taking payment with Virtual Pos,
 - xix. Data Collection Method: DMC SERAMİK will collect Personal Data with the following methods: i. electronic mail; ii. Fax; iii. Telephone; iv. SMS; v. Mail; vi. Messenger; vii. DMC SERAMİK's website and social media accounts; viii. Virtual Environments; ix. hand delivery
 - xx. Processing and Transfer Authorization a. Domestic Processing and Transfer: DMC SERAMİK's domestic processing of the Personal Data of the persons concerned and its transfer to third natural and legal persons is possible with the explicit consent of the person concerned, but if there is no explicit consent, it will only take place in the presence of the following conditions: i. expressly provided for in laws; ii. It is compulsory for the protection of the life or physical integrity of the person or another person, who is unable to express his consent due to actual impossibility or whose consent is not

legally valid; iii. It is necessary to process the Personal Data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract; iv. It is mandatory for DMC SERAMİK to fulfill its legal obligation; The person concerned has been made public by himself; vi. Data processing is mandatory for the establishment, exercise, or protection of a right; vii. Data processing is mandatory for the legitimate interests of DMC SERAMİK and/or other Data Controller, provided that it does not harm the fundamental rights and freedoms of the data subject. b. Processing and Transfer of Private Personal Data: i. DMC SERAMİK can only process and transfer personal data of special nature with the explicit consent of the Data Owner. ii. Personal Data that are not related to health and sexual life may be processed without seeking the explicit consent of the person concerned, in cases stipulated by the laws. iii. Personal Data related to health and sexual life are only for the purpose of protecting public health, performing preventive medicine, medical diagnosis, treatment, and care services, planning, and managing health services and financing, by persons or authorized institutions and organizations under the obligation of confidentiality without seeking the explicit consent of the person concerned. can be processed. c. Personal Data Processing and Transfer Abroad: i. DMC SERAMİK can only process and transfer Personal Data abroad with the explicit consent of the Data Owners. ii. DMC SERAMİK may transfer the Personal Data abroad without the explicit consent of the Data Owner in the presence of the conditions specified in 4.a and 4.b above, and in addition to these; a. Having adequate protection in the foreign country to which the Personal Data will be transferred; b. In the absence of sufficient protection, DMC SERAMİK may transfer the Personal Data abroad, provided that DMC SERAMİK and the data controllers in the relevant foreign country undertake an adequate protection in writing and the Board has permission. iii. Without prejudice to the provisions of international conventions, in cases where the interests of Turkey or the relevant Data Owner will be seriously damaged, DMC SERAMİK can only be transferred abroad with the permission of the Board, after obtaining the opinion of the relevant public institution or organization. 5. Security of Personal Data a. DMC SERAMİK will ensure the security of Personal Data in order to achieve the following purposes and will take all necessary technical and administrative measures to ensure the appropriate level of security to achieve these purposes: To prevent the unlawful processing of Personal Data; ii. To prevent unlawful access to Personal Data; iii. To ensure the preservation of Personal Data. b. DMC SERAMİK is jointly responsible with these other Data Processors for taking the measures specified in section 5.a of this Policy in case the Personal Data is processed by another natural or legal person on its behalf. c. DMC SERAMİK is obliged to carry out or have the necessary inspections carried out in its own institution or organization in order to ensure the implementation of the provisions of the Law. D. Data

Processors with DMC SERAMİK cannot disclose the Personal Data they have learned to others in violation of the provisions of the Law and cannot use them for purposes other than processing. This obligation continues after the end of their duties. to. In case the Processed Personal Data is obtained by others illegally, DMC SERAMİK notifies the Data Owner and the Board as soon as possible. If necessary, the Board may announce this situation on its own website or by any other method it deems appropriate.

6. Rights of Data Owner

a. Everyone has the following rights regarding himself/herself by applying to DMC SERAMİK.

i. Learning whether their Personal Data is processed; ii. If Personal Data has been processed, requesting information about it; iii. Learning the purpose of processing Personal Data and whether they are used in accordance with its purpose; iv. Knowing the third parties to whom Personal Data is transferred in the country or abroad; v. Requesting correction of Personal Data in case of incomplete or incorrect processing; vi. Requesting the deletion or destruction of Personal Data within the framework of Article 7 of the Law; vii. Requesting notification of the transactions made pursuant to sections 6. a. v and 6.a.vi to third parties to whom Personal Data has been transferred; viii. Objecting to the emergence of a result against the Data Owner by analyzing the processed Personal Data exclusively through automated systems, and ix. To request the compensation of the damage in case of loss due to unlawful processing of Personal Data. In order to exercise the rights, set forth in the PERSONAL DATA PROTECTION POLICY, the requests in question must be submitted in writing, using the following communication channels, together with the information that will enable the identification of the data subjects regarding the Personal Data: i. To info@dmcgrubu.com.tr via e-mail; ii. DMC SERAMİK Sanayi ve Yukarı Öveçler Mah. 1235. Cad. No: 9/2 Çankaya/Ankara by mail

7. Precautions Regarding the Accurate and Up-to-Date Protection of Personal Data DMC SERAMİK maintains Personal Data accurately and up to date within the following methods: i. Daily backups; ii. Firewall; iii. Antivirus programs; iv. Encryption systems and restrictions on access to virtual environments; v. Card, key and password entry systems to rooms and cabinets vi. Confidentiality agreements and confidentiality agreements.

8. Changes to the Personal Data Protection Policy DMC SERAMİK may make changes in this Policy to the extent required by the activities or legally required. It will become valid with the sharing of the Policy text, which has undergone changes, on kvkkbilgi@dmcgrubu.com.tr. DMC SERAMİK will also notify customers, employees, officials, and related parties about the changes to be made via e-mail.