



## EXPLANATORY TEXT ON THE PROCESSING OF PERSONAL DATA

### **Data Controller: Leo Drive Teknoloji Anonim Şirketi**

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As **Leo Drive Teknoloji Anonim Şirketi** (“Leo Drive” or “Company”), we have prepared this lighting text in order to inform you:

- Our employees,
- Our Employees Candidates,
- Our interns,
- Our Trainee Candidates,
- Our customers,
- Customer Employees/ Officials,
- Potential Customer Employees/ Officials,
- Supplier Employees/ Officials/Project Officials,
- Our Website Visitors,
- Our visitors,
- Our Newsletter Members

regarding the processing, storage and transfer of your personal data within the framework of the activities arising from the Personal Data Protection Law No. 6698 (“KVKK”) and the relevant legislation and legal regulations.

### **1. Which of your Personal Data are Processed and What are the Purposes of Processing Your Personal Data?**

#### **Our Employees**

Detailed information concerning the personal data of the employees are published within the Company in such a way to be accessible only by our employees, and they have been given detailed information on this matter.



If you wish, you can submit your requests regarding your processed personal data and exercise your rights by using one of the application methods in this Explanatory Text.

### Our Employee Candidates

Processed Personal Data	Personal Data Processing Purposes
Identity Data Communication Data Professional Experience Data Reference Data	Through the selection and placement of employee candidates, execution of application processes of employee candidates, planning of human resources processes, reference research

### Our Trainees

Detailed information concerning the personal data of our trainees are published within the Company in such a way to be accessible only by our trainees and they have been given detailed information on this matter.

If you wish, you can submit your requests regarding your processed personal data and exercise your rights by using one of the application methods in this Explanatory Text.

### Our Trainee Candidates

Personal Data Processing Purposes	Personal Data Processing Purposes
Identity Data Communication Data Professional Experience Data	Planning human resources processes, executing the application processes of trainee candidates



<b>Our Customers</b>	
<b>Personal Data Processing Purposes</b>	<b>Personal Data Processing Purposes</b>
Identity Data Communication Data Financial Data	Performance of activities in accordance with the legislation, performance of finance and accounting works, performance of contract processes, performance and supervision of business activities
<b>Customer Employees/Officials</b>	
<b>Personal Data Processing Purposes</b>	<b>Personal Data Processing Purposes</b>
Identity Data Communication Data Financial Data Müşteri İşlem Bilgisi Diğer (Firma Bilgisi)	Follow-up and performance of legal affairs, performance of contract processes, finance and accounting works, receiving and evaluating suggestions for the improvement of business processes, carrying out of the activities intended to assure the business continuity, management of customer relations, carrying out activities intended to assure the customer satisfaction, follow-up of the claims/complaints, performance/supervision of business activities, marketing activities of products/services, product/service sales processes, and production of goods/services and operation processes.

**Potential Customer Employees/Officials**

Personal Data Processing Purposes	Personal Data Processing Purposes
Identity Data Communication Data Other (Social Media Account Data, Company Name)	Performance/supervision of business activities, carry of marketing activities of the products/services and performance of potential customer relations management processes and performance of the communication activities with potential customers

**Supplier Employees/Officials and Project Officials**

Personal Data Processing Purposes	Personal Data Processing Purposes
Identity Data Communication Data Financial Data Other (Request and Complaint Information, Company Name)	Performance of goods/services purchasing processes, performance of contract processes within the framework of the purchased services, performance of the activities in compliance with the legislation, performance of the financing and accounting affairs and contract processes, performance and supervision of the business activities, reception and evaluation of the suggestions intended to the improvement of business processes, follow up the activities intended to assure continuity of the business and follow-up the claims / complaints.

### Web Site Visitors

Detailed information about the personal data of Website Visitors is provided in the Cookie Policy.

If you wish, you can submit your requests regarding your processed personal data and exercise your rights by using one of the application methods in this Explanatory Text.

### Our Visitors

Personal Data Processing Purposes	Personal Data Processing Purposes
Transaction Security Records Communication Data Physical Location Security Records	Execution of information security processes and audit and ethical activities, performance of the activities in compliance with the legislation, assurance of physical location security and assurance of the movable property and resources

### Our Newsletter Members

Personal Data Processing Purposes	Personal Data Processing Purposes
Identity Data Communication Data	Performance/supervision of the business activities, performance of the marketing activities for the products/services and performance of the activities aiming to assure customer satisfaction, performance of advertisement and campaign activities.

Social Media Users	
Personal Data Processing Purposes	Personal Data Processing Purposes
Identity Data Other (Social Media Account)	Performance of marketing processes for the products/services, management of customers relations, performance of advertisement and campaign processes, carry-out of the activities aiming customers satisfaction

## 2. What are the Collection Methods of Your Personal Data?

Your personal data specified above in categories are collected through printed and electronic forms, contracts, CV, e-mails, invoices, information systems, electronic devices, business cards, our social media accounts, references and documents declared by the concerned person.

## 3. What is the Legal Reason for Collecting Your Personal Data?

Your personal data processed by Leo Drive in line with the realization of the purposes described above, under express consent given in accordance with the relevant legislation, especially the Turkish Commercial Code, Turkish Code of Obligations and LPPD regulations, expressly stipulated in the laws, the performance or establishment of the contract, the legal obligation of the data controller, the establishment, exercise or protection of the right and the legitimate interest of the data controller.

## 4. Do We Transfer Your Personal Data to any Third Party?

Your personal data, within the scope of the legal regulation may be transferred to:

- To cloud service providers abroad for the purposes of conducting business activities, ensuring in-house document management and storage, conducting interviews with candidates through third-party information systems, ensuring information security, and conducting audit and ethical activities;
- To the Competent Public Institutions and Organizations for the purpose of carrying out the activities in accordance with the legislation, following and executing the legal affairs, informing the authorized persons, institutions and organizations,



- To our Accountants, Suppliers and Third Parties for the purposes of executing service procurement processes, executing contract processes, following and executing legal affairs, executing financial and accounting works, executing information security processes, and conducting business activities,

## **5. What Are Your Rights Regarding Your Personal Data?**

Concerning your personal data you have the right to:

- Learn whether your personal data are processed,
- If your personal data has been processed, requesting information about it,
- • Learn the purpose of processing personal data and whether they are used in accordance with its purpose,
- Know the third parties to whom your personal data is transferred in the country or abroad,
- Require correction of your personal data if it is incomplete or incorrectly processed,
- Require the deletion or destruction of your personal data within the framework of the conditions stipulated in the LPPD legislation,
- When you request the deletion or destruction of your personal data and correction of incomplete or inaccurate data, require this situation to be notified to the third parties to whom we have transferred your personal data,
- If you suffer any damage due to unlawful processing of personal data, claim the compensation of this damage.

## **5. How Can You Exercise Your Rights?**

You can communicate your applications and claims through Relevant Person Application Form available at [https://leodrive.ai/uploads/basvuru\\_formu.pdf](https://leodrive.ai/uploads/basvuru_formu.pdf);

- By personally applying to Leo Drive with a valid ID,
- • By sending an e-mail to kvkk@leodrive.ai of Leo Drive with a petition signed with a mobile signature or a secure electronic signature,
- • By sending a petition signed from your KEP address to Leo Drive to the address of leo@hs01.kep.tr,
- • By sending it to leo@leodrive.ai from the e-mail address previously reported to Leo Drive and registered in our system.



In accordance with the Communiqué on Application Procedures and Principles to the Data Controller, it is mandatory to state the name, surname, signature if the application is written, the T.C. identification number, (passport number if the applicant is a foreigner), residence or workplace address for notification, e-mail address, telephone number and fax number, if any, and information on the subject of the claim.

The Relevant Person must clearly and comprehensibly state the subject claimed in the application, which includes explanations regarding the right to be exercised and requested to use the above-mentioned rights. Information and documents relating to the claim must be attached to the application.

Although the subject of the claim must be related to the person of the applicant, if acting on behalf of someone else, the applicant must be specifically authorized in this regard and this authority must be documented (special power of attorney). In addition, the application must contain identity and address information, and documents confirming identity must be attached to the application. Claims made by unauthorized third parties on behalf of someone else will not be considered.

## **6. How Long Will Your Requests Regarding the Processing of Your Personal Data Be Answered?**

Your claims regarding your personal data are evaluated and answered within 30 days at the latest from the date they reach us. In case your application is evaluated negatively, the reasons for rejection are sent to the address you specified in the application, by e-mail or postal mail, in one of the methods selected in the Relevant Person Application Form, which you can also access from our website.