

IOTECH YAZILIM	PERSONAL DATA PROTECTION AND PROCESSING POLICY	Doc. Number	POL.14
		Release Date	02.01.2024
		Rev. Number	00
		Rev. Date	--

PERSONAL DATA PROTECTION AND PROCESSING POLICY

1. Purpose

This policy defines the principles and practices of IOTECH Software, Industry and Trade Inc. regarding the protection and processing of personal data.

2. Scope

This policy covers personal data processed within the scope of all activities of IOTECH Software, Industry and Trade Inc.

3. Fundamental Principles

IOTECH Software, Industry and Trade Inc. adheres to the following fundamental principles in the processing of personal data:

- **Compliance with Law and Integrity:** Personal data is processed in compliance with the law and integrity rules.
- **Accuracy and Up-to-date:** Personal data is kept accurate and up-to-date.
- **Limitation:** Personal data is processed in accordance with the determined purposes and proportionately.
- **Destruction or Anonymization in Case of Lack of Purpose:** Personal data is deleted, destroyed, or anonymized if the reasons for processing are no longer applicable.
- **Obtaining Explicit Consent Except for Exceptions:** Personal data cannot be processed without the explicit consent of the relevant person, except for specific exceptions.
- **Protection of the Rights of the Relevant Person:** Data subjects are granted the rights to obtain information, correct, delete, transfer, and object to their personal data.

4. Processing of Personal Data

IOTECH Software, Industry and Trade Inc. processes personal data only in accordance with the law. Personal data may be processed for the following purposes:

- Conducting the IOTECH's commercial activities,
- Providing the IOTECH's services,
- Managing the IOTECH's customer relations,
- Conducting the IOTECH's human resources activities,
- Fulfilling the IOTECH's legal obligations,
- Protecting the IOTECH's interests.

IOTECH Software, Industry and Trade Inc. retains personal data for the duration necessary for the purpose for which they were processed.

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5. Transfer of Personal Data

IOTECH Software, Industry and Trade Inc. may transfer personal data to third parties. Personal data can only be transferred in accordance with the law. Personal data may be transferred to third parties for the following purposes:

- Conducting the IOTECH's commercial activities,
- Providing the IOTECH's services,
- Managing the IOTECH's customer relations,
- Conducting the IOTECH's human resources activities,
- Fulfilling the IOTECH's legal obligations,
- Protecting the IOTECH's interests.

6. Protection of Personal Data

IOTECH Software, Industry and Trade Inc. takes necessary technical and administrative measures to protect personal data. Measures taken for the protection of personal data include:

- Implementing access controls,
- Ensuring data security,
- Protecting the confidentiality of data,
- Preventing the unlawful processing of data.

Rights of the Data Subject

Data subjects have the following rights regarding their personal data:

- Learning whether their personal data is being processed,
- Requesting information if their personal data has been processed,
- Learning the purpose of the processing of their personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom their personal data is transferred, whether domestically or abroad,
- Requesting the correction of their personal data if it is incomplete or incorrectly processed,
- Requesting the deletion or destruction of their personal data,
- Requesting the restriction of the processing of their personal data,
- Objecting to the processing of their personal data,
- Requesting compensation if they suffer damage due to the unlawful processing of their personal data.

Data subjects can exercise these rights by submitting a written request to IOTECH Software, Industry and Trade Inc. or by sending an email to the registered electronic mail address.

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7. Changes

This policy may be amended by IOTECH Software, Industry and Trade Inc. if it is necessary. Changes to the policy will be announced to the relevant parties by being published on the IOTECH Software, Industry and Trade Inc.'s website.

IOTECH Software, Industry and Trade Inc.