

LEASEPLAN OTOMOTİV SERVİS VE TİCARET A.Ş

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

FOR CUSTOMERS/SUPPLIERS/BUSINESS PARTNERS

As LeasePlan Otomotiv Servis ve Ticaret A.Ş. ("**LeasePlan**" or "**Company**"), we hold the status of Data Controller within the scope of the Law No. 6698 on Protection Of Personal Data ("**LPPD**"). To fulfill our obligation to inform arising from Article 10 of the LPPD, we hereby provide the following information regarding the processing and protection of your personal data.

In all our personal data processing activities, we act in accordance with the obligations and principles required by the LPPD and secondary legislation, and we take the necessary security measures to ensure the secure processing of your personal data. In this context, we aim to inform you about the personal data processing activities that will be carried out during the merger process ("**Merger**") that Company is currently undergoing with ALD Automotive Turizm Ticaret A.Ş.

Purpose of Processing of Personal Data

Your personal data will be processed through petitions and documents to be filled out in electronic or physical environments for the purposes of performing the sale of goods and services, conducting support services, evaluating applications, requests, and complaints, conducting recognition activities of customers, suppliers, and all other third parties involved in business, managing document control and tracking, directing fieldwork, carrying out reporting activities, executing performance and customer satisfaction processes, managing accounting processes, handling legal procedures, conducting audit activities, providing information and responses to authorized institutions and organizations as required by legislation, and creating, monitoring, and concluding all your requests and complaint records.

Categories of Personal Data That We Process

To render our above-mentioned services, we process certain categories of personal data limited to the scope our contractual and/or commercial relationship. The categories of personal data we process are listed below. We would like to clarify that we do not process any personal data that does not fall within the scope of our contractual and/or commercial relationship, even if it appears in the list below.

Identity Information: Name, surname, Turkish Republic identity number, signature, driver's license number, place of birth, date of birth, father's name, mother's name, legal representative, authorized signatory, identity card information of executives and partners such as board members, driver's license issue date, place of issuance and license plate code, driver's license issue date, document validity expiry date

Visual Record: Your photo found in the identity card copy and/or driver's license

Contact Information: Address, telephone number, email address, residence

Financial Information: Bank account details, IBAN number, tax registration certificate

Customer Transaction Information: Complaint information

Other Information: Vehicle rental agreement, shareholding information

Methodology and Legal Basis of Processing of Personal Data

Your personal data is processed through documents, e-mails, petitions, call center voice recordings, mobile applications, websites and other documents and platforms that you submit electronically or physically within the scope of the above-mentioned purposes and processed within the framework of the legal basis listed below:

For the execution of contractual processes and for the identification of customers, suppliers, and the processing of all other third parties involved in transactions

For this purpose, your identity information, contact information, financial information, photograph, and other collected data in physical and electronic forms are processed under the legal reasons outlined in LPPD Article 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, and LPPD Article 5/2/(c), where “processing of personal data is necessary for the establishment or performance of a contract”, and LPPD Article 5/2/(f), where “processing of personal data is for the legitimate interests of the data controller, provided it does not infringe upon the fundamental rights and freedoms of data subjects.”

For the execution of goods and services sales transactions and the operation of business processes, including the information sharing processes with business partners, contractors, and suppliers

For this purpose, identity information, contact information, financial information, photograph, customer transaction information, and other data are processed under the legal reasons outlined in LPPD Article 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, LPPD Article 5/2/(ç) where “processing of personal data is necessary for the data controller to fulfill its legal obligations”, and LPPD Article 5/2/(f) where “processing of personal data is mandatory for processing data for the legitimate interests of the data controller, provided that it does not infringe upon the fundamental rights and freedoms of the data subjects.”

For the execution of petition and application response processes within the scope of support services provided after the sale of goods and services

For this purpose, your identity information, contact information, financial information, photograph, customer transaction information, and other data are processed under the legal reasons outlined in LPPD Article 5/2/(c), where “processing of personal data is necessary for the establishment or performance of a contract”, LPPD Article 5/2/(f) where “processing of personal data is mandatory for processing data for the legitimate interests of the data controller, provided that it does not infringe upon the fundamental rights and freedoms of the data subjects.”

For the execution of information update processes

For this purpose, your identity information, contact information, financial information, customer transaction information, and other data are processed under the legal reasons outlined in of LPPD Article 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, LPPD Article 5/2/(c), where “processing of personal data is necessary for the establishment or performance of a contract”, and LPPD 5/2/(ç) where “processing of personal data is necessary for the data controller to fulfill its legal obligations”.

For the execution of accounting and billing processes such as issuing, paying invoices related to the sale of goods and services, calculating additional accruals, reconciliations, and preparing financial statements

For this purpose, your identity information, contact information, financial information, customer transaction information, and other data are processed under the legal reasons outlined in LPPD Article 5/2/(c), where “processing of personal data is necessary for the establishment or performance of a contract”, LPPD Article 5/2/(f) where “processing of personal data is mandatory for processing data for the legitimate interests of the data controller, provided that it does not infringe upon the fundamental rights and freedoms of the data subjects”, and LPPD Article 5/2/(e), where “processing is personal data is necessary for the establishment, exercise, or protection of a right.”.

For the execution of payment transactions and the refund process

For this purpose, your identity information, contact information, financial information, customer transaction information, and other data are processed under the legal basis of LPPD Article 5/2/(e), where “processing is personal data is necessary for the establishment, exercise, or protection of a right.”.

For the execution of customer satisfaction and performance evaluation data analysis and reporting processes

For this purpose, your identity information, contact information, customer transaction information, and other data are processed under the legal bases outlined in LPPD 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, and LPPD Article 5/2/(f) where “processing of personal data is mandatory for processing data for the legitimate interests of the data controller, provided that it does not infringe upon the fundamental rights and freedoms of the data subjects.”

For the execution of the process of reporting, conveying to the relevant parties, and resolving the requests, objections, notifications, applications, and complaints submitted to the company

For this purpose, your identity information, contact information, financial information, customer transaction information, and other data are processed under the legal bases outlined in LPPD 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, and LPPD Article 5/2/(f) where “processing of personal data is mandatory for processing data for the legitimate interests of the data controller, provided that it does not infringe upon the fundamental rights and freedoms of the data subjects”, and LPPD 5/2/(ç) where “processing of personal data is necessary for the data controller to fulfill its legal obligations”.

For the process of providing information to authorized institutions and organizations as required by legislation, and evaluating and responding to documents received from public institutions and organizations

For this purpose, your identity information, contact information, financial information, customer transaction information, and other data are processed under the legal bases outlined in LPPD 5/2/(a), where “processing of personal data is explicitly foreseen by laws”, and LPPD 5/2/(ç) where “processing of personal data is necessary for the data controller to fulfill its legal obligations”.

Transfer of Personal Data

Your personal data are shared, to the extent necessary for the fulfillment of the purposes mentioned above and limited to these purposes, in accordance with Articles 8 and 9 of the LPPD, while ensuring your data security and taking the necessary measures by Company.

- In accordance with LPPD Article 5/2/(f), data is processed because it is necessary for our legitimate interests, provided that it does not harm your fundamental rights and freedoms, and thus shared with our business partners, information technology companies from which we receive services, and other companies from which services are obtained.
- In accordance with LPPD Article 5/2/(e), due to the necessity of processing data for the establishment, exercise, or protection of a right, your personal data is shared with our consultants, lawyers, and advisors from whom we receive consultancy services.
- In accordance with LPPD Article 5/2/(ç), due to the necessity for the data controller to fulfill its legal obligation, your personal data is shared with official and administrative authorities.
- Besides these, in accordance with LPPD Article 9, your personal data are transferred to the following parties in a lawful manner, by providing the necessary undertakings outlined in LPPD:
 - Your identity information, contact information, financial information, customer transaction information, and other information are transferred to the foreign-based information technology service provider that hosts the electronic platform applications where the data are stored, for the purposes of executing the processes mentioned above, for executing the necessary operations starting from establishment of the car rental contract,
 - Your identity information, contact information, financial information, customer transaction information, and other data are transferred to are transferred to company partners, group companies, and subsidiaries residing abroad, for the purposes of executing the processes mentioned above, for executing the necessary operations starting from establishment of the car rental contract, for the execution of second-hand vehicle sales operations, and for conducting supply and supplier processes,
 - Your identity information, contact information, financial information, customer transaction information, and other information are transferred to LeasePlan Otomatik Servis ve Ticaret A.Ş. and the partners and group companies of ALD Automotive Turizm Ticaret A.Ş. located abroad, exclusively for the purpose of conducting and making decisions regarding the merger and integration processes within the scope of the Merger

Your Rights Under Article 11 of the LPPD

In accordance with Article 11 of the LPPD, you have the following rights concerning your personal data:

- To ascertain
- To know the third parties to whom your personal data are transferred, domestically or abroad,
- To request the correction of your personal data if they are processed incompletely or inaccurately, and to request that the action whether your personal data are being processed,
- If your personal data have been processed, to request information regarding this,
- To learn the purpose of the processing of your personal data and whether they are being used in accordance with their purpose,
- taken in this context be notified to the third parties to whom your personal data are transferred,
- To request the deletion or destruction of your personal data if the reasons necessitating their processing no longer exist, despite being processed in accordance with the LPPD and other relevant legal provisions, and to request that the action taken in this context be notified to the third parties to whom your personal data are transferred.
- To object to any result against you that emerges through the analysis of your processed personal data exclusively by automated systems,
- To demand the compensation of the damage in case you suffer damage due to unlawful processing of your personal data.

In this context, you can submit your requests related to your rights by filling out the Relevant Person Application Form on the <https://www.leaseplan.com/tr-tr/kisisel-verilerin-korunmasi/kisisel-verilerin-korunmasi/> website, or by creating your own request in a manner that meets the conditions set by the Personal Data Protection Authority and send it to our email address or postal address provided below, by using the methods determined by the Personal Data Protection Authority. We will finalize the request free of charge as soon as possible and within 30 days at the latest, depending on the nature of the request.

Our Application Address: OfisPark Baęlar Cad. No:14 | C Blok Kat:5 Kaęıthane 34406 İstanbul
Our Email Address: verikoruma@leaseplan.com