

**TÜRKİYE PETROL RAFİNERİLERİ  
ANONİM ŞİRKETİ**

**Personal Data Protection**

**Framework Policy**

**CONTENTS**

**1. PURPOSE AND SCOPE .....3**

**2. DEFINITIONS.....3**

**3. GENERAL PRINCIPLES .....4**

**4. IMPLEMENTATION OF THE POLICY .....5**

**4.1. Processing of Personal Data in Accordance with the Terms of Data Processing .....5**

**4.2. Execution of Special Categories of Personal Data Processing Activities Based on Special Categories of Personal Data Processing Conditions Stipulated in the Legislation.....6**

**4.3. Requirements To Be Complied With For Transfer Of Personal Data.....6**

**5. OBLIGATIONS RELATED TO THE PROTECTION AND PROCESSING OF PERSONAL DATA .....6**

**5.1. Obligation to Keep VERBIS Up-To-Date.....6**

**5.2. Obligation to Inform Data Subjects .....6**

**5.3. Obligation to Ensure the Security of Personal Data and Audit.....7**

**5.4. Measures to be Taken in Case of Unauthorized Disclosure of Personal Data.....7**

**5.5. Obligation to Inform the Data Subject .....7**

**AUTHORITY AND RESPONSIBILITIES .....8**

**EFFECTIVE DATE .....8**

## 1. PURPOSE AND SCOPE

This Türkiye Petrol Rafinerileri Anonim Şirketi Personal Data Protection Framework Policy (“Policy”), which is part of the Code of Ethics of Koç Group and Türkiye Petrol Rafinerileri Anonim Şirketi, aims to determine the framework of the compliance activities it carries out in order to comply with the Legislation on the protection and processing of personal data and to ensure coordination as Türkiye Petrol Rafinerileri Anonim Şirketi (“Company”). In this context, the objective is to ensure that our Company's personal data processing activities are carried out in accordance with the principles of lawfulness, good faith and transparency.

The employees and executives of Tüpraş are obliged to act in accordance with this Policy. Business Partners are also expected to act in accordance with the rules and principles of this Policy to the extent that they are applicable to the relevant transactions.

## 2. DEFINITIONS

**“Explicit Consent”** Consent related to a specific subject, based on information and expressed with a free will.

**“Anonymization”** Making personal data, under no circumstances to be associated with an identifiable or identifiable natural person, even by matching it with other data.

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**“Data Subject”** A natural person of whom personal data are processed. (customers, visitors, employees and employee candidates, etc.).

**“Business Partners”** It includes suppliers, customers, contractors, business partners and all kinds of representatives, subcontractors and consultants acting on behalf of the Company, as well as other third parties with whom Tüpraş does business.

**“Personal Data”** Any information related with an identified or identifiable real person.

**“Processing of Personal Data”** Any activity performed on data, such as obtaining personal data by fully or partially automatic means or non-automatic means that are part of a data registration system; recording, storage, retention, revision, modification, disclosure, transfer, receiving of data, rendering the data obtainable or classification or prevention of use. **“Koç Group”** Refers to all companies controlled directly or indirectly, individually or jointly by Koç Holding A.Ş., and the business partnerships the (joint ventures included in the consolidated financial report of Koç Holding A.Ş.

**“Legislation”** All relevant legislation in force in Turkey and relevant countries regarding the protection of personal data, especially the Law on the Protection of Personal Data No.6698.

**“Special Categories of Personal Data”** Race, ethnic origin, political view, philosophical belief, religion, religious sect or other beliefs, clothing style, association, foundation or union membership, health, sexual life, criminal convictions, and security measures as well as biometric and genetic data are special categories of personal data.

**“VERBİS”** Data Controllers Registry Information System

**“Data Processor”** A real or legal person that processes personal data for and on behalf of the data controller based on the authorization granted by the data controller.

**“Data Controller”** A real or legal person who determines the objectives and means of personal data processing and is responsible for the establishment and management of the data recording system.

### **3. GENERAL PRINCIPLES**

Breach of this Policy may result in significant consequences including legal, administrative, and criminal penalties based on the Legislation in the region of operation for our Company, its associated executives and employees and, most significantly, a breach may result in serious damage to the reputation of Koç Group and our Company.

One of the most important issues for our Company is to act in accordance with the Legislation and the general principles set out in the Legislation with regards to processing of personal data. In this regard, it is expected of our Company to act in accordance with the principles when processing personal data in accordance with the Legislation.

Our Company carries out the personal data processing practices within the scope of its activities in accordance with the Türkiye Petrol Rafinerileri A.Ş. Personal Data Protection and Processing Policy<sup>1</sup>.

#### **3.1. Processing of personal data in accordance with the law and principle of good faith**

Personal data is processed in compliance with the general rule of trust and good faith, in such a way as not to damage the fundamental rights and freedoms of individuals. In this framework, personal data is processed to the extent and limited to the business activities of our Company.

#### **3.2. Ensuring that personal data is accurate and up-to-date when required**

Our company takes the necessary measures to ensure that personal data is accurate and up-to-date during the processing period and establishes the necessary mechanisms to ensure the accuracy and being up-to-date of personal data for certain periods of time.

#### **3.3. Processing of personal data for specific, explicit and legitimate purposes**

Our Company clearly sets out the purposes of processing personal data and processes it within the scope of the purposes related to these activities in line with its business activities.

#### **3.4. Being limited, proportionate and relevant to the purpose of processing**

Our company collects personal data only to the extent of quality and to the extent required by its business activities and processes it for the specified purposes.

#### **3.5. Storing for the Period Stipulated in the Relevant Legislation or the Period Required for the Processing Purpose**

Our company keeps personal data for the period required for the purpose for which they are processed and for the minimum period stipulated in the relevant legal legislation.

In this context, our Company firstly determines whether a period is stipulated for the storage of personal data in the relevant Legislation, and if a period is determined, it acts in accordance with this period.

If a legal period does not exist, personal data is stored for as long as necessary for the purpose for which they were processed.

In this context, our Company firstly determines whether a certain period is stipulated for the storage of personal data in the relevant Legislation, if any period is determined, it acts in accordance with this period. If no period is determined, a legal period does not exist, personal data is stored for as long as necessary for the purpose for which they were processed. At the end of the specified storage periods,

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<sup>1</sup> <https://www.tupras.com.tr/kisisel-verilerin-korunmasi>

personal data is destroyed in accordance with the periodic destruction periods or the data subject's application and with the specified destruction methods (deletion and/or destruction and/or anonymization).<sup>2</sup>

## **4. IMPLEMENTATION OF THE POLICY**

### **4.1. Processing of Personal Data in Accordance with the Terms of Data Processing**

Except for the explicit consent of the personal data subject, the basis of the personal data processing activity may be only one of the conditions stated below, as well as more than one condition may be the basis of the same personal data processing activity. In case the processed data is special categories of personal data, the conditions set forth in the title "Processing of Special Categories of Personal Data" in this Policy will apply.

#### **(i) Obtaining the Explicit Consent of the Personal Data Subject**

One of the conditions for the processing of personal data is the explicit consent of the data subject. The explicit consent of the personal data subject should be disclosed regarding a particular issue, based on information and free will.

In the presence of the following personal data processing conditions, personal data may be processed without the need for the explicit consent of the data subject.

#### **(ii) Explicitly Provided in Laws**

If the personal data of the data subject is explicitly stipulated in the law, in other words, if there is a clear provision in the law regarding the processing of personal data, the existence of this data processing condition may be mentioned.

#### **(iii) Failure to Obtain the Explicit Consent of the Data Subject due to Actual Impossibility**

The personal data of the data subject may be processed if it is necessary to process the personal data of the person who is unable to express his or her consent due to actual impossibility or whose consent cannot be validated, in order to protect the life or physical integrity of himself or another person.

#### **(iv) Direct Concern with the Establishment or Performance of the Contract**

Provided that it is directly related to the conclusion or performance of a contract to which the data subject is a party, this condition may be deemed to be fulfilled if the processing of personal data is necessary.

#### **(v) Fulfilment of the Company's Legal Obligation**

Personal data of the data subject may be processed if the processing is necessary for our Company to fulfil its legal obligations.

#### **(vi) Publicizing the Personal Data of the Personal Data Subject**

If the data subject has made his personal data public, the relevant personal data may be processed for the purpose of publicization on a limited basis.

#### **(vii) Requirement of Data Processing for the Establishment or Protection of a Right**

If data processing is necessary for the establishment, exercise or protection of a right, the personal data of the data subject may be processed.

#### **(viii) Mandatory Data Processing for the Legitimate Interest of our Company**

Provided that it does not damage the fundamental rights and freedoms of the personal data subject, the personal data of the data subject may be processed if data processing is necessary for the legitimate interests of our Company.

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<sup>2</sup> Detailed explanations on the processing and storage of personal data is included in the Tüpraş Storage and Disposal Policy No. TPR.HUK.RHB.0006.

#### **4.2 Execution of Special Categories of Personal Data Processing Activities Based on Special Categories of Personal Data Processing Conditions Stipulated in the Legislation**

As a rule, special categories of personal data must be processed based on the conditions specified in the Legislation. The special categories of personal data processing activities carried out by the company's business units are in line with these conditions, the necessary technical and administrative measures for the processing of the special categories of personal data must be taken and it must be ensured that the following conditions are met:

- (i) Special categories of personal data excluding health and sexual life** can be processed without the explicit consent of data subjects if it is explicitly stipulated in the laws, in other words, if there is an explicit provision in the relevant law regarding the processing of personal data. Otherwise, explicit consent of the data subject should be obtained.
- (ii) Special categories of personal data regarding health and sexual life** can be processed without the explicit consent of data subjects for the purposes of the protection of public health, carrying out preventive medicine, medical diagnosis, treatment and care services, planning of financing and management of health services by the persons who are bound with professional secrecy or legally authorized authorities and institutions. Otherwise, explicit consent of the data subject should be obtained.

#### **4.3 Requirements To Be Complied With For Transfer Of Personal Data**

Our company is able to transfer the personal data and special categories of personal data of data subjects to third parties in accordance with law and the purposes of personal data processing and by taking the necessary security measures. In this regard, our company acts in accordance with the regulations stipulated in the Legislation and the framework drawn up in the decisions of the relevant authority.

### **5. OBLIGATIONS RELATED TO THE PROTECTION AND PROCESSING OF PERSONAL DATA**

#### **5.1 Obligation to Keep VERBİS Up-To-Date**

Our company has fulfilled its obligation to register with VERBİS and updates its information in VERBİS within seven days from the date of the change in case of changes in the registered information. It is the responsibility of the Legal and Compliance Department to carry out updates upon the notifications of the relevant units.

Our Company reports the updates it performs in VERBİS to Koç Holding Legal and Compliance Department twice a year, with 6-month periods (June-December).

#### **5.2 Obligation to Inform Data Subjects**

In accordance with the Legislation, our company informs the personal data subjects about who, for what purposes, their personal data is processed by the data controller, for what purposes it is shared with whom, by what methods it is collected, and the legal reason and rights that the data subjects have within the scope of processing their personal data.

The Legal and Compliance Department must keep the personal data collection channels up to date as a list and share the list with Koç Holding Legal and Compliance Department twice a year, every 6-month periods (June-December).

### **5.3 Obligation to Ensure the Security of Personal Data and Obligation to Audit**

In accordance with the Legislation, our Company takes the necessary measures to prevent the unlawful disclosure, access, transfer of personal data or security deficiencies that may occur in other ways, in accordance with the nature of the data to be protected. In this context, our Company takes administrative measures to ensure the required level of security in accordance with the Legislation and conducts audits or gets audits conducted.

An audit report is prepared regarding the audit results and necessary improvements are made within the scope of this report. The prepared audit report and the measures taken should be shared with Koç Holding Legal and Compliance Department in November every year.

In addition, the Legal and Compliance Department provides trainings on Legislation to employees within the scope of measures. Information is provided to Koç Holding Legal and Compliance Department regarding the trainings held.

### **5.4 Measures to be Taken in Case of Unauthorized Disclosure of Personal Data**

In case the processed personal data is obtained by others unlawfully, this situation is reported to the data subject as soon as possible and to the relevant authorities in accordance with the Legislation. Necessary and sufficient actions are being taken to eliminate the breach by creating an effective and fast resolution mechanism against data breaches. In this context, Data Breach and Management Plan Policy numbered TPR.HUK.RHB.0009 has been established, which conveys the process to be followed in detail.. With the aforementioned Policy; A Data Security Team has been created with representatives from the Legal, Information Technologies, Corporate Communications and Human Resources (in case the personal data of the employees is affected) departments to manage the data breach processes. In addition, in such cases, Koç Holding Legal and Compliance Department is immediately informed.

### **5.5 Obligation to Inform the Data Subject**

The data subjects have the right to request information about their processed personal data by applying data controllers whenever they need.

In this direction, the data subjects will be able to benefit from the "Türkiye Petrol Rafinerileri A.Ş Data Subject Application Form", which can be accessed at the address <https://www.tupras.com.tr/kisisel-verilerin-korunmasi>.

In case the personal data subject submits his requests for the rights provided by Law to our Company, our Company will conclude the relevant request free of charge as soon as possible and within 30 (thirty) days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost, a fee may be charged in accordance with the tariff determined by the Board. In this context, the technical developments that enable the Legal and Compliance Department to reach these requests, which will be responded by them, have been completed by our Company.

Data subject applications and response process are kept in a list and shared with Koç Holding Legal and Compliance Department twice a year for 6-month periods (June-December).

In addition, the opinions of the Legal and Compliance Department and Koç Holding Legal and Compliance Department must be obtained before any action is taken regarding any information and document request from the relevant authorities and any application to be made by our Company to these authorities.

## **AUTHORITY AND RESPONSIBILITIES**

All employees and executives of our Company are obliged to comply with this Policy. Our Company expects its Business Partners to comply with this Policy to the extent applicable to the relevant party and transaction and takes necessary steps to do so.

In case of being aware of any action considered to be contrary to this Policy, the Legislation in force or Koç Group Code of Ethics or Tüpraş Code of Ethics, you may contact the Company's PDP Compliance Officer and/or Legal and Compliance Department.

Please contact the department or persons listed above for your queries or concerns. As an alternative method, you can make all your notifications about ethical violations via “<https://piy.tupras.com.tr/BildirimKayit.aspx>” or alternatively to the Koç Holding Ethics Hotline “[koc.com.tr/ihbarbildirim](https://koc.com.tr/ihbarbildirim)”.

Breach of this Policy might result in disciplinary penalties set out in our Disciplinary Regulations, including dismissal. In the case of breach of this Policy by third parties, the legal relationship between those parties and our Company might be terminated immediately.

## **EFFECTIVE DATE**

This Policy being effective from the date of 16 March 2022 and our Company’s Legal and Compliance Department is responsible for the execution of the Policy.

<b>Revision</b>	<b>Date</b>	<b>Comments</b>