

PERSONAL DATA PROTECTION POLICY

As Norm Holding:

- Our organization collects and processes personal data in compliance with the laws of Turkey and European Union Member States in order to protect the fundamental rights and freedoms of individuals, especially the privacy of private life.
- All our personal data processing activities are covered by our policy. These include the processing of personal and sensitive personal data of customers, employees, suppliers and business partners, and any data collected and processed by the organization from any source.
- Our organization takes the necessary technical and administrative measures to ensure the appropriate level of security in order to prevent the unlawful processing of the personal data it processes, prevent illegal access to the data, ensure the preservation of the data, and in this context, it makes or has the necessary audits done.
- Our organization carries out personal data processing activities in a limited and measured manner, in accordance with the law and honesty rules, accurately and, when necessary by pursuing current, specific, clear and legitimate purposes.
- Our organization retains personal data for as long as required by law or for the purpose of processing personal data.
- Our organization enlightens the personal data owners and provides the necessary information in case personal data owners request information.
- Our organization acts in accordance with the regulations envisaged in terms of the processing of sensitive personal data and does not perform any acts or activities without express consent, except for the cases expressly stipulated in the laws.
- Our organization carries out actions and activities by acting in accordance with the regulations stipulated in the law regarding the transfer of personal data.
- In our organization, we continue our activities for the protection of personal data with targets that can be monitored, measured and evaluated.



- Our organization raises awareness of the protection of personal data and conveys its related obligations to its parties involved in internal and external matters.
- Our organization carries out training programs to improve technical and behavioral competencies and in order to increase awareness of the protection of Personal Data.
- Our organization manages personal data breaches, evaluates the issue according to the disciplinary procedure and immediately informs the board officials about criminal offenses and violations.
- Our organization continuously monitors the confidentiality, integrity, and up-to-dateness of data and access authorizations to personal data with process-based asset inventory and process-based risk assessment.
- Our organization is committed to the implementation of the Personal Data Protection Management System, its systematic management, the continuous improvement of the system, and the allocation of the resources needed by the system.

Submitted for your information.

