

Our General GDPR Rules

Dear Visitors, Stakeholders, Employees, and Business Partners,

Erkut Görmez Müzik Yapım Ve Prodüksiyon Hizmetleri Ticaret Limited Şirketi has established certain rules for information security and personal data security, and compliance with these rules is required. Within the scope of the Law on the Protection of Personal Data No. 6698 (KVKK) and the European Union General Data Protection Regulation (GDPR), we would like to inform you. You can access our detailed clarification text through common areas and/or our website. You may also request a printed version of the clarification text from our authorized staff.

As part of our KVKK and GDPR compliance efforts, the following general rules have been established for information security and personal data security within our company:

- No image recording, audio recording, video recording, or photography that violates the personal data of other individuals shall be carried out within our company's facilities and offices.
- All individuals within our offices and facilities must act in accordance with the Law on the Protection of Personal Data No. 6698.
- All individuals within our offices and facilities must act in accordance with the European Union General Data Protection Regulation (GDPR).
- Under no circumstances shall interference with the private life of others be permitted within our facilities.
- Our employees, customers, suppliers, visitors, and stakeholders must act in compliance with our rules on information security and personal data security.
- Contractors, suppliers, employees, customers, and stakeholders must comply with national and international laws regarding personal data security.
- Personal data obtained within our facilities shall not be processed for purposes other than the intended purpose and without the explicit consent of the data subjects.
- The clarification texts on our company website's KVKK page must be read and company data security rules must be followed accordingly.
- All stakeholders must comply with the principle of **"data minimization"** when processing personal data.
- Even after termination of an employment relationship, personal data that has been processed shall not be used without the written approval of the company.
- Data subjects have the right to apply regarding their personal data. These rights are included in the clarification texts.
- Personal data for which the processing purpose has ended must be deleted/destroyed/anonymized in accordance with KVKK legislation and other relevant regulations, and records of destruction anonymization must be retained.
- Transfer of personal data domestically and internationally must be carried out in accordance with KVKK legislation and other applicable laws.
- In case of a personal data breach, the incident shall be recorded using the **"Information Security Incident Violation Form."**

Everyone has the right to respect for private life and freedom of communication. Information security is not only a legal obligation but also one of the most important parts of our corporate culture.