

## 1.0 PURPOSE

The purpose of this policy is to ensure that Naturel Holding A.Ş. and Group Companies to determine information security rules, to ensure that they take the necessary measures to protect the confidentiality, integrity and accessibility of information with a sustainable understanding, and to direct all employees to act in accordance with the Policy while performing their duties.

## 2.0 SCOPE

The Information Security Policy has been determined in accordance with the relevant laws, regulations, Holding policies, Holding values and principles. The policy keeps Information Security at the highest level of importance; It covers all Holding stakeholders, including employees of the Holding and Group Companies, customers, suppliers and business partners, intermediaries, subcontractors, substitute employees and all third party companies with which the Company does business.

## 3.0 PRINCIPLES and APPLICATIONS

ENERJİ TEKNOLOJİ ANONİM ŞİRKETİ trading under the name ENSOFT, is committed to providing you with quality services, and this policy outlines our ongoing commitments regarding how your Personal Information is managed.

### What Is Personal Information, and Why Do We Collect It?

Personal Information is information or opinions that identify an individual. Examples of the Personal Information we collect include names, addresses, email addresses, phone numbers, and fax numbers. This Personal Information is obtained through various methods, including interviews, correspondence, telephone and email communication, our website [www.ensoft.com.tr](http://www.ensoft.com.tr), media and publications, other generally accessible sources, cookies (excluding non-applicable ones by deleting them), our software platforms, and third parties. We do not guarantee the links or policies of authorized third-party websites.

We collect your Personal Information for fundamental purposes such as providing services to you, providing information to customers, and marketing. Additionally, we may use your Personal Information for secondary purposes not directly related to the primary purpose but reasonably expected by you in situations where such use or disclosure is associated with the primary purpose. You can opt out of our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information, we will, where appropriate and possible, explain the reasons for collection and how we plan to use the information.

### Sensitive Information

Sensitive information, as defined in the Privacy Act, includes information or opinions about an individual's racial or ethnic origin, political opinions, membership in a political association, religious or philosophical beliefs, membership in a trade union or other professional organization, criminal record, or health information.

Sensitive information will only be used by us under the following circumstances:

1. For the primary purpose for which it was obtained.
2. For a secondary purpose directly related to the primary purpose.
3. With your consent, or when required or authorized by law.

### Third Parties

Where possible and appropriate, we will only collect Personal Information directly from you. However, in some cases, information may be provided to us by third parties. In such cases, we will take reasonable steps to ensure that you are aware of the information provided to us by a third party.

### Disclosure of Personal Information

Your Personal Information may be disclosed in a variety of circumstances, including:

1. When you have consented to the disclosure to third parties.
2. When required or authorized by law.

### Access to Your Personal Information

You have the right to access and update or correct Personal Information about you, subject to certain exceptions. If you want to access your Personal Information, please contact us in writing. Ensoft will not charge for access requests, but an administrative fee may be charged for providing a copy of your Personal Information.

To protect your Personal Information, we may need to verify your identity before providing the requested information.

### Maintaining the Quality of Your Personal Information

It is important for us that your Personal Information is up-to-date. We will take reasonable steps to ensure that your Personal Information is accurate, complete, and current. If you believe that the information we have is not up-to-date or is incorrect, please notify us as soon as possible, so we can update our records and continue to provide you with quality service.

### Policy Updates

This policy may change over time and is available on our website.

### Privacy Policy Complaints and Questions

If you have any questions or complaints about our Privacy Policy, please contact us at the following address:

ENERJİ TEKNOLOJİ ANONİM ŞİRKETİ

Kızılırmak Mahallesi 1450 Sokak ATM Plaza (B) Blok 1/68 Çankaya-Ankara

0312 4671833 (PBX)

0312 4676186

E-Mail: info@ensoft.com.tr

### 4.0 Revision Date

Revision No	Rev. Date	Revised Titles	Explanations
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