

CLARIFICATION TEXT FOR EMPLOYEE CANDIDATES REGARDING PROCESSING YOUR PERSONAL DATA

Dear Employee Candidate,

This clarification text was prepared by Dalbudak Corap Sanayi ve Ticaret Ltd Sti acting as the data controller, in order to inform you about the objectives of processing your personal data, legal reasons, collection methods, persons to whom data may be transferred and your rights within the scope of the KVKK, within the framework of the Article 10 of the Law on the Protection of Personal Data (“KVKK”) no. 6698 and the “Announcement on the Procedure and Principles of Executing the Obligation of Clarification”.

We do not have an absolute control over the CV’s you are sending us, or on the information you state on the website through which you have reached us. Therefore, we recommend you to not share your personal data you do not wish us to know or your sensitive personal data with our Company.

1. Which Personal Data Are We Processing?

- Your name, surname, birth date and place, gender, marital status and nationality;
- Your e-mail address, your address and mobile number;
- In case you mention in your CV, data related to your health status (e.g. disability status)
- Your education level, certificates and diplomas, your specialization, your foreign languages, skills, seminars and courses you have joined, your computer literacy and your exam results;
- Your job experience data (e.g. sectors, companies in which you have previously worked, your position and responsibilities there, your salary);
- Your photo;
- Your driving license data;
- Your hobbies;
- Your salary expectation;
- Your military service status;
- Your reference information (name, surname, title, company and contact information of the reference person)
- Other information which you have added to your CV, without being demanded by us,

are being processed in accordance with the KVKK.

Your data in question may be stored by Dalbudak Corap Sanayi ve Ticaret Ltd. Sti for one year in case your application was not accepted and up to 10 years after your date of leaving the company in case your application is accepted.

2. Which Objective Do We Have in Processing Your Personal Data?

Your personal data stated above are processed in order to execute this Service related to the employment service we are giving to you, with the objectives below:

- To manage your application process,
- To be able to contact you,

- To establish whether you have the necessary qualification for the position we can propose you,
- To be able to contact your references and to see whether you are fit for the job,
- To be able to establish the position you would like to fill, your salary expectation, whether you can fill other positions and your possible start date,
- To establish whether you can drive in case a need to drive company cars arise,
- To establish whether you are the right age for the job we can propose you and to comply with the Regulation on the Procedures and Principles of Employing Juvenile and Young Workers,
- To remember you easily when you come for an interview,
- To be able to contact you and in case you are accepted for the position, to be able to create your personnel file,
- To establish whether you have a condition which may interrupt your employment during your employment contract and to be able to comply with the article 75 of the Military Penal Code no. 1632.

3. Which Methods Do We Use in Processing Your Personal Data and Based on Which Legal Reason?

The personal data in question are processed depending on your personal consent, based on the legal reasons stated on the article 5 of the Law, **(i)** “an obligation for the data controller to execute a legal obligation”, **(ii)** “on the condition of not harming the basic rights and liberties of the related person, an obligation to process data for the data controller’s legitimate benefit” and **(iii)** “on the condition of being directly related to the making and execution of a contract, a necessity to process personal data belonging to the contracting parties”, by automatic methods (e.g. data sent automatically to us on the internet) or non-automatic methods (e.g. like noting down a data you mention on the phone).

4. To Whom and For Which Objective Are We Transferring Your Personal Data?

Your personal data will be transferred to legal authorities and law enforcement in order to solve legal conflicts or in case they are requested according to the related laws.

5. What Are Your Rights Regarding the Processing of your Personal Data and How Can You Reach These Rights?

You can send your requests related to your rights stated in the article 11 of the KVKK, to **DALBUDAK CORAP** in accordance with the article 5 of the “Announcement on the Procedures and Principles of Application to the Data Controller” in written form, or through registered e-mail address (KEP), with a secure electronic signature, a mobile signature or by using the e-mail address you had previously submitted to the data controller and which is registered on the data controller’s system. An application form which you can use is published on our website in order to help and inform you. To view the form, please [click here](#).