



## **EMPLOYEE CANDIDATE INFORMATION AND EXPRESS CONSENT FORM ABOUT PROTECTION OF PERSONAL DATA AS PER THE LAW ON THE PROTECTION OF PERSONAL DATA NO. 6698 ("KVKK")**

This present Information Note contains our explanations about how we process any type of your personal data kept at the Company, types of data processed, purposes of processing such data, sharing/ transferring data with necessary agencies and organisations, physical or electronic media where data are kept and how such data are protected under recruitment evaluation process to be executed between KALE HAVACILIK SAN. A.Ş. (hereinafter the "COMPANY" or "KALE HAVACILIK") and you.

### **1. Processing Your Personal Data and Types of Data Processed**

Subject to the Law on the Protection of Personal Data no. 6698 (the "Law") and procedure and law set forth other applicable legislation, KALE HAVACILIK processes your personal data ("Personal Data") including but not limited to your identity information, phone number, home address, picture, in-house reports, performance evaluations, personality inventories, talent, knowledge and foreign language tests, document showing financial situation, promotion or duty change evaluation records, disciplinary proceedings, bills of health, your salary information, your absenteeism information, business travels, your insurances, your bank account information, your working hours, your video footage recorded by surveillance camera system, Turkish ID photocopy, your curriculum vitae, benefits offered to you, age, gender, marital status and documents regarding any kinds of training and acquiring qualification, besides your current data made obligatory pursuant to Law or needed to be processed afterwards under recruitment evaluation process to be executed between the company and you.

Also apart from said data, KALE HAVACILIK collects and processes a number of your personal data such as information and reports regarding your race, ethnic origin, political opinion, philosophical belief, religion, sect, health status, biometric and genetic data, your disability status, your criminal record, other information about spouse and/or children health insurance included and union and association membership which are defined as sensitive data (“Sensitive Data”) under the Law along with other personal data of your under the following purposes through curriculum vitae letter of reference, your declarations you submitted to us electronically and/or in writing, electronic employment platforms, persons who mediate employment and other means.

## **2. Purposes of Personal Data Processing, Methods of Collection and Legal Reasons**

- to fulfil our legal obligations under Labor Law no. 4857, the Law on the Protection of Personal Data no. 6698 and also including our obligations under other applicable primary and/or secondary legislation
- to fulfill our obligations in all legal transactions, employment contract we will make with you is also included
- to process for any legitimate purpose, also ensuring occupational safety and health included; to issue all records and documents in accordance with processing in soft or hard copy, to follow information storage, reporting, notification envisaged by Legislation, relevant regulatory agencies and other authorities
- Creating, asserting and defending legal claims
- Supporting professional and career improvements of employees, management and evaluation of Recruitment processes, planning employees’ performance evaluation processes and wages, managing benefits recognized to Employees

- Examining breaches and breach suspicions regarding Company rules and Laws and execution of transactions related to this, and in this scope audition of contents of communication performed via hardware and software provided by the company and/or under activities related to the Company
- Control of access to buildings in accordance with security reasons
- Occupational health and safety
- Formation, protection of information security and conducting its audit, keeping Internet log records
- Follow-up of individual retirement and retirement transactions
- Ensuring entrance to and exit from workplace and its attachment, printing magnetic cards for entrances to workplace and its attachments
- Observation of curriculum vitae, career, educational status, occupational experience etc. features of persons who applied for a job and planning your employment policies

KALE HAVACILIK can process your personal data processed or will be processed which have been collected during recruitment evaluation process for the above-mentioned purpose in order to execute recruitment process and initiate business relationship and such data will be updated upon either your or KALE HAVACILIK request in the event that such personal data may vary in time.

Your personal or sensitive personal data specified at article 1 of this present text may be transferred for purposes specified at article 2 to agencies or organisations allowed by provisions of Turkish Commercial Code, Tax Procedure Law and other legislation, agencies and organisations such as Ministry of Finance, Ministry of Labor and Social Security,

Ministry of Customs and Trade, Social Security Agency, Information and Communication Technologies Authority, Personal Data Protection Authority, Ministry of Interior because of security clearance and judicial authorities, our direct/indirect domestic/international shareholders, affiliates and/or subsidiaries, domestic/international persons and/or organisations from whom KALE HAVACILIK receives service contractually, we collaborate in order to carry out our activities within the foregoing purposes.

### **3. Sharing Your Personal Data with Third Parties Abroad**

As specified at Article 9 of the Law, may be transferred to persons and organisations domiciled at foreign countries having sufficient protection determined and announced by the Protection of Personal Data Board, even if sufficient protection is not determined and announced at country where personal data will be transferred, in cases undertaken in writing and permission can be taken from the Board with respect to relevant transfer and with express consent pursuant to Article 4/2 of the Law or without express consent under articles 5/2 and 6/3 of the law.

### **4. Security of Your Personal Data**

The Company will be obliged to take any legal, technical and administrative measures for guaranteeing suitable level of security while executing data processing activities for the purpose of;

- preventing access to personal data unlawfully
- ensuring safeguard of personal data
- preventing processing of personal data unlawfully.

It is of the essence that your data are correct and current. If any information is wrong or not up to date and you wish to correct it, you can update such data by contacting Human Resources Department or by requesting via the following channels of communication.

### **5. Your Rights Under the Law**

To the extent your data are processed by KALE HAVACILIK and KALE HAVACILIK processes your data in the capacity of data controller, as per article 11 of the Law you can file an application to “Aydınlı Serbest Bölge Mahallesi 6. Sok, No:5 Tuzla/Istanbul” with e registered letter with return receipt requested or to e-mail address kh-kvkk@kaleaero.com or via notary public or personally with submission of identification, you are entitled;

- to learn whether any personal data of you is processed
- to request information regarding processing activities of your personal data
- to learn processing purposes of your personal data
- to learn such persons if your personal data are transferred to third persons at home or abroad
- to ask correction, if personal data are processed incomplete or wrong
- to ask deletion or destruction of personal data upon disappearance of reasons requiring processing of personal data or the Company has no legal basis or legitimate interest for processing such data
- to request the Company that third parties authorized by the Company who process personal data respect your rights under this section

- to object adverse results that may arise as a result of processing personal data through automated systems and
- to ask indemnification of loss if you incur loss due to processing of your personal data unlawfully.

You can submit your questions related to your rights you have regarding processing of your personal data in writing to the Company via electronic mail which is specified as channel of communication above.

## **6. Your Obligations**

You must make sure that each personal data you have access is processed in accordance with the Law and other legal legislation.

If you give us personal datum of a third party (for instance contact details of person who will give reference about you) you will be deemed agreed that such person gave you express consent regarding processing of his data under the Law, necessary clarification is made to him and he agreed confidentiality notices in advance.

***Signing the following section, I agree, represent and undertake that I read and understood the above information,***

***I assent to collection, processing and transfer of my Personal Data and Sensitive Personal data for purpose, scope and categories specified in this present text as long as legal period and/or above purposes of processing continue, I have been informed with the above Clarification Text regarding my rights I have under the Law and information I provided to the Company is correct, in full and true and I give consent to such articles expressly and completely without being affected in any way.***

Employee candidate's

Name/Last Name :

Signature :

Date :

This present clarification text is dated 27/10/2020, in case of any modification in contents KALE HAVACILIK reserves the right to update and make modification.