

EMPLOYEE CANDIDATE AND INTERN CANDIDATE PRIVACY NOTICE

Helvacı Laik Aşar Attorneys at Law (“**Helvacı Laik Aşar**”) considers important privacy and safety of the personal data provided by employee and trainee candidates (“**Related Person**”) within the scope of job application and recruitment processes. Therefore, this Employee Candidate and Internship Candidate Privacy Notice (the “**Privacy Notice**”) has been prepared by Helvacı Laik Aşar, who is a data controller in accordance with Personal Data Protection Law numbered 6698 (the “**PDPL**”) and related legislation.

The Privacy Notice aims to inform employee and intern candidates about their personal data processed in accordance with Personal Data Protection Law numbered 6698.

I. Personal Data to be Processed

Identity information, contact information, education information, work experience information and any other personal data shared of the Related Person, within the scope of applying to Helvacı Laik Aşar for a job and then conducting the recruitment process, has been processed.

II. Purpose and Legal Reason for Processing Personal Data

Personal data shared with Helvacı Laik Aşar by the Related Person applying for a job has been processed in line with the following purposes and legal reasons, within the scope of evaluating job applications, communicating with the Related Person and performing the recruitment processes without his/her express content:

- i. Within the scope of the PDPL Article 5/2-f, due to the legal reason that it is necessary for the protection of the legitimate interests of Helvacı Laik Aşar, in order to evaluate the job application of the Related Person and to conduct the interview,
- ii. In order for the evaluation and negotiations to be concluded positively and the recruitment process to be started, a contractual relationship with Helvacı Laik Aşar or the fact that it is directly related to the performance of the contract is within the scope of the PDPL Article 5/2-c,
- iii. Due to the legal reason that it is compulsory for Helvacı Laik Aşar to fulfill its legal obligations within the scope of Article 5/2-ç of the PDPL.

Personal data of the Related Person shall be processed in accordance with the principle stated in Article 4 of the PDPL and with the terms stated in Article 5 and 6 of the PDPL, while it is being processed within the scope of the purposes and legal reasons mentioned above. In this context, personal data shall be processed in accordance with the rules of law and honesty, accurately and up to date when necessary, in connection with the purpose for which they are processed for specific, clear and legitimate purposes, in a limited and measured manner, and the personal data shall be retained for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

III. Collection Method of Personal Data

Personal data to be processed is collected verbal, written and electronic media and may be processed by automated, partially automated, or non-automated methods.

IV. Transfer of Personal Data

Personal data to be processed may be transferred to the third parties whom service is received/cooperated, if it is necessary for the fulfillment of the above-mentioned purposes and legal reasons; and be transferred to public institutions/organizations and judicial bodies, if it is requested and necessary for the fulfillment of Helvacı Laik Aşar's legal obligations and the protection of its rights.

Helvacı Laik Aşar receives services from information systems service providers in order to correspond electronically, store and transmit information and documents, and use electronic mail systems. When Helvacı Laik Aşar is reached via the Contact Form on the website or via e-mail and personal data is shared, the personal data of the Related Person is shared with the information systems service providers from which the service is received.

V. Rights of the Related Person

- a. Rights of the Related Person within the scope of Article 11 of the PDPL are as below:
- b. Learn whether or not her/his personal data have been processed,
- c. Request information as to processing if her/his data have been processed,
- d. Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose,
- e. Know the third parties in the country or abroad to whom personal data have been transferred,
- f. Request rectification in case personal data are processed incompletely or inaccurately,
- g. Request the deletion or destruction of personal data in the event that the reasons requiring processing disappear, despite the fact that it is processed in accordance with the provisions of the PDPL and other relevant laws,
- h. Request notification of the operations made as per indents (d) and (e) to third parties to whom personal data have been transferred,
- i. Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems,
- j. Request compensation for the damages in case the Related Person incurs damages due to unlawful processing of personal data.

In order to use the right mentioned above, the Related Person may submit his/her request explaining which of the rights set forth in Article 11 of the PDPL, in writing or by registered e-mail address, secure electronic signature, or by e-mail address previously notified to Helvacı Laik Aşar by the Relevant Person and registered in Helvacı Laik Aşar's system.

- i. In the application to be made:
- ii. Name, surname and signature if the application is written,
- iii. Address for service,

- iv. For citizens of the Republic of Turkey, T.C. identification number, nationality for foreigners, passport number or if available, identification number,
- v. If available, the e-mail address, telephone and fax number for notification,
- vi. The subject of the request is mandatory.

Information and documents related to the subject should be attached to the application. Written applications may be sent to the address "AND Pastel T3 Blok K: 18 D:160 34870 Kartal/Istanbul" including the wet signature of the Related Person.

Applications shall be evaluated within the framework of the PDPL, relevant legislation and Board decisions, valid applications shall be processed within this framework and the applicant shall be informed.

Helvacı Laik Aşar has the right to accept or reject the application by explaining its reason, within the framework of the Communiqué on Application Procedures and Principles to the Data Controller. Reply of the Helvacı Laik Aşar shall be notified to the Related Person in writing or electronically, as soon as possible and within thirty days at the latest, free of charge, depending on the nature of the request. However, if the process requires a separate cost, the fee specified in Article 7 of the Communiqué on Application Procedures and Principles may be charged.

Contact

Helvacı Laik Aşar Attorneys at Law

T: +90 216 706 44 52 **M:** info@hla-law.com

And Pastel T3 Blok K:18 D:160 34870, Kartal İstanbul