

INFORMATION NOTE

[REDACTED] (“Company”, “us” or “we”) takes maximum care of security of your personal data. This Information Note describes the types of personal data we collect, the purposes for which we collect that personal data, the other parties with whom we may share it and the measures we take to protect the security of the data. It also tells you about your rights and choices with respect to your personal data, and how you can contact us about our privacy practices. Please see below for further details about our terms and policies regarding processing of personal data in accordance with the Law on Protection of Personal Data numbered 6698 (“Law”).

1. Collection, Processing and Purposes of Processing of Personal Data

Your personal data shall be collected and used by our Company;

- a) for execution and administration of employment,
- b) for the execution or performance of the contract/business relationship,
- c) for the performance of our Company’s obligations which are required to be performed within the scope of employment,
- d) for the cases where processing of data is obligatory due to establishment of a right,
- e) for the cases where processing of your personal data is necessary for ensuring the security of our Company or the legitimate purposes of our Company,
- f) for conducting necessary transactions for your employment in the Company, preparation of your personal file,
- g) for conducting operations of human resources and administrative works,
- h) for conducting operations regarding the employees’ secondary rights and interests.

2. To Whom and For Which Purposes the Processed Personal Data May Be Transferred

When it is required for the purposes stated above, we may transfer your personal data to our business partners, solution partners, affiliates, collective companies, suppliers, persons who perform services, governmental institutions and offices and/or other countries, within the scope of conditions and purposes of processing of personal data stated in articles 8 and 9 of the Law.

3. Method and Legal Cause of Collection of Personal Data

Your personal data is obtained by various means in all kinds of written or electronic communication/environments/persons such as application form, career web site or head-hunters.

In addition, your personal data is also collected by cameras and finger print recording system in accordance with our Company’s lawful purpose stated above, in order to ensure the security within the Company.

Our company also receives the personal data of visitors via Mikado System for the safety, communication and potential purposes.

4. Data Security

Our Company protects your personal data in full compliance with all reasonable technical and administrative security controls, which are required to be conducted according to information security standards and procedures, and at an appropriate level against the potential risks.

5. Data Subject's Rights

You have the following rights;

- Right to acknowledge whether the personal data is processed,
- Right to request information on the matter, if the personal data is processed,
- Right to acknowledge the purpose of processing of personal data and whether the personal data is used in accordance with such purpose,
- Right to know the third parties to which the personal data are transmitted domestically or in abroad,
- If the personal data is processed wrongfully or deficiently, right to request for correction of the personal data and to request notification of the transaction performed in this respect to third parties, to which personal data is transferred,
- Right to request for deletion or disposal of the personal data,
- Right to object to occurrence of a circumstance against the interest of the data subject, which came to existence as a result of analyzing the processed data exclusively by automatic systems,
- Right to request for compensation for the damages incurred due to unlawful processing of personal data.

When you submit your requests regarding your rights to our Company, our Company shall respond to such request without any charge and within 30 days at the latest, depending on the nature of the request. However, if the response to be provided in writing regarding your application exceeds 10 pages, 1 Turkish Lira may be charged for each page exceeding 10 pages. In case the response to the application is provided in a recording environment such as CD, flash disk, an amount equal to cost of recording environment may be charged.

For any query or request concerning your rights as set out above, you may communicate with us via electronic mail or postal mail to the addresses indicated below, enclosing a copy of your identity document to:

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