

EMPLOYEE CLARIFICATION TEXT ON THE PROTECTION OF PERSONAL DATA İN ACCORDANCE WITH THE PROTECTION OF PERSONEL DATA LAW NO.6698 IN TURKEY

Hereby this clarification text, in accordance with the article 10 of Turkish The Protection of Personal Data Law No. 6698, prepared by **TEM AS ARAMA SEÇME İNSAN KAYNAKLARI HİZ. A.Ş.** as a data controller, operating at **CADDEBOSTAN MH. HASAN ALİ YÜCEL SOK.NO:42 AY APT.KAT.2 D.11 KADIKÖY**, within the scope of the communique of the procedures and principles for fulfilling the disclosure requirement.

Fulfilling the obligation of disclosure requirement in accordance with the law, establishing a reliable relationship between data controllers and relevant persons is important in the terms of transparency and accountability principles.

Within the scope of our employment relationship, we process your personal data in the following ways; within the framework of the purpose that requires processing and in connection with this purpose, in a limited and balanced of convenience way, maintaining the accuracy of personal data as you have notified to us, shall recorded, stored, preserved, rearranged and shared with the institutions which are legally authorized to request personel data and in accordance with Protection of Personal Data Law, we hereby declare that your personal data can transfer to domestic or foreign third parties and process in other ways listed in the Protection of Personal Data Law.

A- PROCESSED PERSONAL DATA

Personal data of employees, provided by them, shall be processed by our company.

Our categories of personal data that subject to processing are as follows:

- Criminal Conviction and Security Measures
- Financial
- Visual Data
- Legal Transaction
- Contact
- Identity Information
- Location
- Professional Experience
- Employee personal rights
- Health Information
- Debit
- Risk Management

B- METHOD OF COLLECTING PERSONAL DATA AND LEGAL REASON

In accordance with the article 5 of Protection of Personal Data Law No.6698, to fulfill our legal obligations as an employer, execution of employment contract, for reasons stipulate by law and legitimate interest of the company, we request from you or you prefer to share with us your personal data. The texts which includes your personal data, in physical or digital environment, open to the access of third parties, company's computer programs, applications and servers that are open to the use of more than one person and internet environment.

Camera recording is made in order to ensure the physical security of workplace.

Your personal data are collected through legal documents and notifications sent to us to fulfill our obligations.

C- THE PURPOSE OF PROCESSING PERSONAL DATA

Your personal data shall be processed by us, following purposes and reasons but not limited to them:

- Managing the information security process
- Establishing a contract for the employee and fulfilling the obligations arising from the legislation
- Informing authorized institutions and organizations
- Managing business processes
- Conducting activities in accordance with the law
- Conducting finance and accounting matters
- Conducting legal affairs
- Managing human resources processes
- Conducting business activities
- Conducting occupational health and safety
- Conducting activities to ensure business continuity
- Managing the purchasing, goods and sales processes
- Execution of contract processes and company management
- Representation of company
- Managing supply chain activities processes
- Management activities
- Execution of contact information
- Execution of educational activities
- Physical space security
- Execution of emergency processes
- Managing customer relations

- Execution of performance evaluation processes

D- SHARING YOUR PERSONAL DATA WITH THIRD PARTIES IN THE DOMESTIC

Your personal data, we process for the purpose of our company to fulfill its obligations in accordance with the law which are the Labor Law, Occupational Health and Safety Law, Social Insurance and General Health Insurance Law, Law on regulation of publications on the internet and suppression of crimes committed by means of such publications, Turkish Trade Law, Personal Data Protection Law, Identity Notification Law and other legislation provisions to the extent permitted and required by the relevant institutions or organizations; Personal Data Protection Authority, Ministry of Finance, Customs and Trade, Ministry of Labor and Social Security, Turkish Employment Organization, Information Technology and Communication Authority shall be shared with entities such as.

For Example, Employees's personal data are shared with the Social Security Institution in order to pay contributions.

Company e-mail's servers in the scope of hosting and domain services, are shared with companies in Turkey, within the scope of commercial relations, your data may be shared with third parties.

We share your personal data with the entities are as follows;

- Customers
- Authorized Institutions and Organizations
- Service Providers
- Tem Yönetim Geliştirme Hiz. A.Ş.

E- YOUR RIGHTS

In accordance with Article 11 of the Personal Data Protection Law, as long as you prove your identity, you have the rights which are, to find out whether the company has processed personal data about you, if so, to request information regarding this, to learn the purpose of processing your personal data and whether they are used in accordance with their purpose, to learn whether personal data is transferred domestically or abroad and to whom.

In addition, you have the right to request the Company to correct your inaccurate and incomplete personal data and to inform the recipients whose data may or may have been transferred.

You can request from the Company the destruction (deletion, destruction or anonymization) of your personal data within the framework of the conditions stipulated in article 7 of the Personal Data Protection Law. At the same time, you can request that third parties to whom the data is transferred or can be transferred are informed about your destruction request. However, by evaluating your request for destruction, we will evaluate which method is suitable according to the conditions of the event. In this context, you can always request information from us about why we chose the destruction method we chose.

If you suffer damage due to unlawful processing of your personal data, you can request compensation for the damage.

Your requests in your application will be concluded free of charge within thirty days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost for the Company, the fee in the tariff determined by the Personal Data Protection Board in the Communiqué on Application Procedures and Principles for the Data Controller shall be charged.

For matters related to the processing of your personal data, you must fill in the application form on the company's website and submit it to our Company in writing. According to the nature of your request and your application method, the Company may ask for additional verification (such as sending a message to your registered phone, calling) in order to determine whether the application belongs to you and thus to protect your rights. For example, if you make an application via your e-mail address registered with the Company, we may contact you using another communication method registered in the Company and ask for confirmation of whether the application belongs to you.

You can send your requests within the scope of Article 11 of the Law "regulating the rights of the relevant person", in writing to the address of the Personal Data Protection Authority, **Nasuh Akar Mahallesi 1407 Sokak No: 4 Çankaya / Ankara**, in accordance with the "Communiqué on Application Procedures and Principles for the Data Controller".

CONTACT INFORMATIONS

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