

## **SAHA BİLGİ TEKNOLOJİLERİ EĞİTİM DANIŞMANLIK SANAYİ TİCARET A.Ş. DISCLOSURE TEXT FOR PROSPECTIVE EMPLOYEES**

The principles concerning the processing of your personal data by Saha Bilgi Teknolojileri Eğitim Danışmanlık Sanayi Ticaret A.Ş. (“SAHA” or “Company”) as the data controller (“SAHA” or “Company”) based in “Acıbadem Mah. Çeçen Sk. No: 25A/22, Üsküdar/İstanbul” in accordance with the European Union General Data Protection Regulation (“GDPR”), Turkish Law on Protection of Personal Data no. 6698 (“Law”) and other applicable legislation are provided in detail in this Disclosure Text.

### **1. Purpose of Processing Personal Data**

Your personal data collected as a result of your application to work for our company is used in accordance with the basic principles set forth by the Law and complaint to data processing conditions and purposes specified under article 5 and 6 of Law for the purpose of obtaining your job application within the scope of the contractual relationship based on the conduct of the recruitment process, examining your resume, evaluating your suitability for the relevant position, conducting recruitment processes and communicating with you in this context.

### **2. Locations to which Processed Personal Data are Transferred and Purpose of Transfer**

Your personal data may be transferred to our business partners, suppliers enabling us to carry out recruitment activities, to the customers involved in testing studies which will be carried out by you, abroad in cases of the use of cloud system, Intermediary organizations operating for R&D activities, public institutions and exceptionally to persons in accordance with Law. The purpose of transferring the data is in line with the purpose of processing personal data.

Our company cooperates with intermediary institutions for auxiliary works such as creating or storing business processes, working hours and documents in the personal employment file. Your personal data may be shared with these institutions in order to perform their duties in accordance with the Law and we state that the relevant institutions do not have the right to use this data for any other activity.

### **3. Method and Legal Basis For Collecting Your Personal Data**

Your personal data is collected through our websites and various websites that allow you to apply for position in our Company, the Turkish Employment Agency or in a physical environment, to evaluate and result of your job application request or suitability for the relevant position within the scope of the execution of recruitment processes. Your personal data collected within this scope can be processed or transmitted in compliant with the data processing conditions and purposes specified under article 5 and 6 of Law, legal obligations arising from Labor Law and execution of contractual obligations arising from employment contract in accordance with the purposes specified in this Disclosure Text.

Your personal data may be processed or transmitted within the scope of data processing conditions and purposes specified under article 5 and 6 of Law in accordance with the purposes specified in this Disclosure Text. Our legal obligations requiring us to process your personal data arise from the Personal Data Protection Law No. 6698, Labor Law No. 4857, Turkish Penal Code No. 5237 and other relevant secondary legislation.

#### 4. Application to the Data Controller and Your Rights

As per the Article 11 of the Law and Articles 12 through 23 of GDPR, you are entitled to a) learn whether your personal data are being processed, b) if they are, request information, c) obtain information on the purpose of processing and find out whether personal data has been used as fit for the purpose d) obtain information about the third persons in Turkey and abroad, to whom personal data are transferred, e) request rectification of personal data that may have been incompletely or inaccurately processed, f) request the deletion or destruction of personal data as per the Article 7 of the Law and the Article 17 of GDPR g) request notification of the operations made as per indents (e) and (f) to third parties to whom personal data have been transferred, h) object to occurrence of any detrimental result by means of analysis of personal data exclusively through automated systems and i) request compensation for the damages due to unlawful processing of personal data.

Please fill out the application form provided on our website with your information and application requests and submit it to the address “Acıbadem Mah. Çeçen Sk. No: 25A/22, Üsküdar/İstanbul” via registered letter or in person or you can submit your application requests by e-mail to Company’s business email address ([kvkk@testinium.com](mailto:kvkk@testinium.com)).

Our Institute shall fulfill your request as soon as possible and within thirty days at the latest and your initial request, depending on the nature of your request, shall be fulfilled free of charge. However, fees may be charged for subsequent requests on the same issue or if the initial request requires performance of a transaction for an additional cost. Our Company may accept and process the request or may reject by indicating the reasons in writing.

You are entitled to file a complaint to the Turkish Board of Personal Data Protection (“**Board**”) within thirty days as of the notification of the reply and in all cases within sixty days if the application is rejected after carrying out the procedure mentioned above, the reply is deemed to be insufficient or the requests are not responded in a timely manner. However, the complaint cannot be filed without exhausting this application process.

The Board may conduct the necessary inspections within its field of duty upon receiving a complaint or *ex officio* upon detecting a breach. The complaint shall be examined by the Board and answers shall be provided to those concerned. If no replies are given within sixty days as of the date of the complaint, the request shall be deemed to be rejected. If, as a result of inspections upon receiving a complaint or *ex officio* investigation, a breach is detected, the Board shall rule the identified contraventions of law to be eliminated by the data controller, and shall notify those concerned accordingly. This decision shall be fulfilled without delay but no later than within thirty days as of the notification of the decision. The Board is authorized to halt data processing or international transfer of data if damages that are hard or impossible to compensate occur and if there is an explicit infringement of the law.

We would like to emphasize that your data is meticulously protected by our Company and thank you for the trust that you place in us.

Once you read each proposition below, you can check the boxes to express your declaration of will.

***I have read the Disclosure Text and understood that my personal data is processed in accordance with the principles specified above.***

#### **Consent Form to Process Personal Data**

***I accept and declare that I consent to the processing and storage of my sensitive personal data with fort he evaluation of the job application, execution of the recruitment process, obtaining the statement of employment and personnel file, the requirements of the business relation and I***

*consent the transfer of such data for abovementioned purposes to service providing companies, stockholders, public institutions and organizations.*

*I declare that I have informed my references that they can be contacted and I obtained their permission in this regard, and I consent to communication only limited to the recruitment process with the representatives of the places I worked prior to my application and my references. In addition, I allow the SGK termination code to be asked and shared to the representatives of the employers I have previously worked with.*

*I declare that I consent to three year storage of my resume and transfer of my resume to our group companies for future business opportunities, even if my application is rejected.*

**Name-Surname** :

**Date** :

**Signature** :