

DISCLOSURE TEXT FOR EMPLOYEE CANDIDATE / TRAINEE CANDIDATE

The principles concerning the processing of your personal data by Obase Bilgisayar ve Danışmanlık Hizmetleri Ticaret A.Ş. ("**Company**") as the data controller ("**Company**") based in "*Fatih Sultan Mehmet Mah. Balkan Cad. Meydan İstanbul AVM Blok No:62/A Ümraniye/İstanbul*" in accordance with the 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, carrying out a personality inventory application that includes your camera image with your explicit consent, conducting recruitment processes and communicating with you in this context, and, in case disability/health information is additionally obtained from disabled candidates, for the purpose of evaluating the suitability of your health condition for the relevant position.

Within the framework of this relationship, in the event that the information and documents obtained contain personal data belonging to a third party other than you, it is accepted by our Company that you have informed the relevant data owners in the sense of Article 10 of the Law that you will share this personal data with our Company and that you have provided the legal reason for sharing in the sense of Article 5 of the Law, and the obligation to inform and obtain explicit consent in this sense is your responsibility.

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.

3. Method and Legal Basis for Collecting Your Personal Data

Within the scope of the execution of recruitment processes, your personal data are collected in written and electronic media as part of the data recording system by means of our website on the internet, through various websites that allow you to apply for a job, by e-mail, telephone, companies working in the field of Human Resources, career portals, through the Turkish

Employment Agency or in a physical environment, by fully or partially automated methods, for the legal reason of evaluating and finalising your job application request or your suitability for the relevant position.

The personal data collected as a result of your application to work at our Company are processed based on the following legal grounds: your explicit consent in accordance with Article 5/1 of the Law; the explicit stipulation in laws pursuant to Article 5/2(a); the necessity of processing personal data of the parties to a contract, provided that it is directly related to the establishment or performance of the contract, under Article 5/2(c); the necessity for the data controller, our Company, to fulfill its legal obligations in accordance with Article 5/2(ç); the necessity of data processing for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject, pursuant to Article 5/2(f); and the necessity of processing sensitive personal data for the purposes of fulfilling legal obligations in the areas of employment, occupational health and safety, social security, social services, and social assistance, in accordance with Article 6 of the Law.

4. Application to the Data Controller and Your Rights

According to the Article 11 of PDPL, you also have the following rights:

- 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,
- 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.

You can send your requests to the Company according to Communiqué on the Principles and Procedures for the Request to Data Controller. You can also direct your applications to us by submit it to the address *“Fatih Sultan Mehmet Mah. Balkan Cad. Meydan İstanbul AVM Blok No:62/A Ümraniye/İstanbul”* via registered letter or to the bilgi@obase.com e-mail address.

Our Company fulfills your requests as soon as possible and within thirty days at the latest and once for free of charge. However, requester may be charged for following requests or for the

initial request if the action taken on the request requires additional cost. Our Company can accept and process the request or reject the request in writing by explaining its reason.

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.

Consent Form to Process Personal Data

☐ *I declare that I have obtained permission from my references to contact them. I also give permission to contact the representatives of the places where I have worked before my application and my references, limited to the recruitment process, to ask the representatives of the employers I have previously worked for about my position, my duties, my resignation process, my SSI exit code, and to share information about the position I will be evaluated by your Company.*

☐ *I consent to the administration of a personality inventory test to analyze my personal characteristics for the purpose of evaluation during the recruitment process, to the recording of my image via camera during the test, to the processing of such images, and to the transfer of these images to the relevant service provider.*

☐ *I declare that I consent to my CV being retained by your company for a period of two years for potential future job opportunities, even in the event that my application is unsuccessful.*

Name:

Surname:

Date:

Signature: