



IZ BASKI - LAW ON THE PROTECTION OF PERSONAL DATA (KVKK) - CLARIFICATION TEXT FOR EMPLOYEES

Within the scope of the Law on Protection of Personal Data Protection No. 6698, which entered into force on 7 April 2016;

We declare that, in the employment interviews to be held; your personal data that we have requested or that you shared with us can be saved, stored, archived, reorganized, shared with the institutions authorized by law to legally request this personal data; and can be transferred to domestic or foreign third parties under the conditions stipulated by KVKK, conveyed, classified and processed in other ways and procedures listed in KVKK; and in case the conditions written in KVKK and Destruction Policy substantiate, your personal data may be destroyed, deleted or destroyed after anonymization.

PROCESSED PERSONAL DATA

As an employee, your personal data that may be processed in the job application, recruitment and subsequent business processes and the relevant explanations are as follows;

Identity Information	Name-surname, all identity information, nationality, marital status, place and date of birth, T.R. identification number, gender, signature, SSI number
Contact information	Phone number, phone number of another person to reach in necessary circumstances, address information, e-mail address
Educational Information	Educational status, course and seminar information belonging to relevant certificates, foreign language knowledge, training programs attended during working life and performance information, diploma information, resume
Financial Information	Financial and salary details, premium list, enforcement proceedings and debt information, bank information, minimum living allowance information,
Visual Data and Tracking Data	Photos, camera recording images, GPS tracking systems on vehicles, traceability logs on phones and computers
Audio Data	Audio recordings
Sensitive Personal Data	Disability status, medical reports, health declaration document, medical reports, pregnancy information, occupational disease records, recruitment examination form, daily patient complaints,

	chest x-ray, hearing test, eye examination, blood group information, criminal record, religion section in the identity card (old), blood group section in the driver's license. Sensitive personal data are not processed without explicit consent.
Employment Data	Registration number, position name, department and unit, title, last date of recruitment, recruitment and termination dates, statement of
	employment/retirement, social security number, the status of working in flexible hours,
Leave Data	status of traveling, number of working days, projects worked, monthly total working hours, severance pay base date, severance pay additional days, days of the strike, employee internet access logs, entry and exit logs Leave severance base date, leave severance extra days, leave group, date of taking leave/returning from leave, the reason for
	taking leave, the address/phone she/he will reside during leave Other: Military status, performance information, family notification information

THE REASON TO PROCESS THE PERSONAL DATA OF OUR EMPLOYEES

- To complete the recruitment process,
- To determine the convenience to the department she/he will work, convenience of her/his duty to the relevant unit,
- To ensure company and customer security,
- To evaluate the training and performance of employees,
- To conduct data processing activities in line with the internal and external interests of the employees (e.g. personal rights, shuttle, individual retirement, private health insurance, etc.),
- To execute the financial processes (salary, premium, etc.),
- To use in line with the company's legitimate interests, in a way not to contradict the laws and the fundamental rights and freedoms and personal interests of individuals,
- Legal compliance reasons (compliance with Law on Private Security Services and other legislation),
- Domestic and international training, assignment, supervision, etc. business requirements

The recorded Personal Data will be saved following the codes and law and will be kept for the maximum time required for processing specified in the relevant legislation and, in any case, for the statutory prescription periods.

SHARING OF PERSONAL DATA OF EMPLOYEE WITH THIRD PARTIES

We, as Iz Baski San. Ve Tic. A.S., may share your personal data, to meet our liabilities against laws and relevant parties (Customers, Suppliers, Employees, etc.) with public institutions and organizations, insurance companies, healthcare institutions, financial (bank, etc.) organizations, food, car rental, GSM operator companies, etc. including but not limited with above.

YOUR RIGHTS PURSUANT TO ARTICLE 11 OF KVKK

We, as Iz Baski San. ve Tic. A.S., declare that you have the rights to learn whether the company you work processes personal data and to request information,

To ask the purpose of processing your personal data and learn whether it is used with a purpose in accordance with KVKK law,

To find out whether your personal data is transferred domestically and internationally, and to whom it is transferred.

You have the right to correct your personal data in cases where it is inaccurate or incomplete and ensure that the corrected data is transferred.

In addition;

You can request destruction (deleting and destroying) of your personal data under appropriate conditions in accordance with and in pursuance of KVKK article 7, and destruction (deleting and destroying) from the parties to which it is transferred.

If your personal data is processed in violation of KVKK and you suffered a loss, you can demand recovery of the loss.

Regarding the issues related to the processing of your personal data, you must fill in the application form in the Company's HR department and submit it to our company as stated in the form.

We, as Iz Baski San. ve Tic. A.S. will conclude the related request free of charge within thirty days at the latest depending on the eligibility and quality of the request, and if the response process also creates a cost, a fee may be charged in the amounts determined under the relevant legislation.

Exceptions of Right to Petition

Pursuant to Article 28 of KVKK, the owners of personal data will not be able to claim rights on the following subjects:

- Processing of personal data for the purposes of investigation, planning, and statistics by anonymizing with official statistics
- Processing of personal data within the scope of artistic, historical, literary or scientific purposes or freedom of speech provided that the personal data does not breach the natural defense, national security, public security, public order, economic security, the confidentiality of private life or personal rights, and does not constitute a crime
- Processing of personal data within the scope of preventive, protective and intelligence operations executed by state institutions and organizations that are appointed and authorized by the law to ensure national defense, national security, public safety, public order, and economic security

- Processing of personal data by judicial or enforcement authorities concerning the investigation, proceedings, litigation or execution procedures

According to Article 28/2 of KVKK, the owners of the personal data may not claim any right except for the right to have recovered damage in the following cases.

- Processing of personal data being required for prevention of committing an illegal act or criminal investigation
- Processing of personal data being publicized by the personal data owner.
- Processing of personal data being required for disciplinary investigation, prosecution and conducting supervisory or regulatory duties by the authorized state institutions and organizations by the power granted by the law and public professional organizations
- Processing of personal data being required for protecting the economic and financial interest of the state concerning the budgetary, tax-related, and financial issues

CONTACT INFORMATION

Iz Baski San. ve Tic. A.S.

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