

**TEKSERVİS TEKNİK VE TIBBİ ÜRÜNLERİ PAZARLAMA SAN. VE TİC.  
LTD. ŞTİ.**

**INFORMATION NOTICE ON THE PROCESSING OF PERSONAL  
DATA  
(Employee Candidate)**

Pursuant to Article 10 of the Turkish Personal Data Protection Law No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to Be Followed in Fulfilling the Obligation to Inform, we, TEKSERVİS TEKNİK VE TIBBİ ÜRÜNLERİ PAZARLAMA SAN. VE TİC. LTD. ŞTİ. (briefly referred to as the “Data Controller”), acting in the capacity of data controller, would like to inform and enlighten you regarding the personal data processing activities we carry out.

**1. Purpose, Method, and Legal Basis of Processing Your Personal Data**

Your personal data (*name and surname, Turkish ID number, date of birth, place of birth, gender, signature, e-mail address, telephone number, address, profession, education and academic background, diploma and certificate information, vocational training information, photograph*) are processed in accordance with KVKK, other relevant legislation, and the Data Controller’s Personal Data Protection and Processing Policy for the purposes of conducting *job applicant / intern / student selection and placement processes, managing job application processes, carrying out audit / ethics activities, ensuring activities are conducted in compliance with legislation, planning human resources processes, and conducting / supervising business activities*. Your personal data are processed via *hard copy and hard disk methods, through automatic or non-automatic means, verbally, in writing, or electronically*, in accordance with Articles 5 and 6 of KVKK, based on the following legal grounds: *obtaining explicit consent, establishment, exercise or protection of a right, fulfillment of a legal obligation, and the legitimate interests of the data controller*.

In the processing of personal data, the following principles are complied with:

- Compliance with law and principles of good faith,
- Being accurate and up to date where necessary,
- Processing for specific, explicit, and legitimate purposes,
- Being relevant, limited, and proportionate to the purposes for which they are processed,
- Being retained for the period stipulated in relevant legislation or required for the purpose for which they are processed.

Detailed information regarding the purposes of processing your personal data by us can be accessed from the Personal Data Protection and Processing Policy and Personal Data Retention and Destruction Policy available on our website at [www.tekservis.com](http://www.tekservis.com).

## **2. Transfer of Personal Data**

Your personal data may be processed by the Company, in its capacity as data controller, in accordance with the KVKK and relevant legislation, with your knowledge and limited thereto, in a lawful and fair manner; may be recorded, stored, retained, classified, and updated; and, in cases permitted by the legislation or limited to the purposes for which they are processed, may be transferred for the specified purposes to the domestic and international recipient groups listed below.

The domestic and international recipient groups and the purposes of transfer are listed below.

- No domestic or international transfer is carried out.

In addition, in accordance with the procedures and principles set forth in the Regulation on Commercial Communication and Commercial Electronic Messages, e-mail and SMS messages may be delivered to you by our Company.

## **3. Security of Personal Data**

As the Data Controller, we are subject to Law No. 6698 on the Protection of Personal Data and bear the obligation to ensure your data security. For this reason,

- to prevent the unlawful processing of personal data,
- to prevent unlawful access to personal data,
- to ensure the protection of personal data,

all necessary technical and administrative measures are taken by us to ensure an appropriate level of security. In addition, within our own institution or organization, we conduct and have conducted the necessary audits in order to ensure the implementation of the provisions of this Law. We do not disclose, share, transfer, or otherwise divulge the personal data we process to third parties in violation of the KVKK and other legislation, nor do we use such data for purposes other than the purpose of processing.

#### **4. Your Rights Pursuant to Article 11 of the KVKK**

For all your requests, you may fill out the “Data Subject Application Form” available on our website at [www.tekservis.com](http://www.tekservis.com), or submit an application document prepared by yourself to us through the channels specified below. Applications submitted to us pursuant to Article 11 of the KVKK will be responded to and concluded within a maximum of 30 days.

Pursuant to the provision of the aforementioned article, your rights are listed below:

- To learn whether your personal data is processed by the data controller and to request information in this regard,
- To learn the purpose of processing of your personal data and whether they are used in accordance with their purpose,
- To request the correction of personal data if they are processed incompletely or inaccurately,
- To request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the KVKK,
- To request that the transactions carried out pursuant to subparagraphs (d) and (e) of Article 11 of the KVKK be notified to third parties to whom personal data has been transferred,
- To object to the occurrence of a result against you arising from the analysis of your personal data exclusively through automated systems,
- To request compensation for damages in the event that you suffer any damage due to the processing of your personal data in violation of the relevant legislation.

You may submit a signed copy of your requests regarding the exercise of the rights listed above, together with documents identifying your identity, by hand in person to Hüseyin Rahmi Street No: 7/7, 06680 Çankaya/ANKARA, send it via a notary public or by other methods specified in the KVKK, or submit the application form to [tekservis@tekservis.com](mailto:tekservis@tekservis.com) with a secure electronic signature.

**Thank you for reading the disclosure text.**

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