

BATA METAL MOBILYA TASARIM URETİM ANONİM ŞİRKETİ

**CLARIFICATION TEXT FOR CANDIDATE EMPLOYEE WITHIN THE SCOPE OF
THW LAW ON THE PROTECTION OF PERSONAL DATA**

We submit the following Clarification Text to the information of our esteemed candidate in accordance with Article 10 of the Law No. 6698 on the Protection of Personal Data and legal obligation.

I-CLARIFICATION TEXT AND APPLICATION OF THE LEGISLATION

This Clarification Text has been published on our Company's website www.bt.design and submitted for the information of the natural persons.

Our Company has the right to make changes to this Clarification Text, which has been prepared in accordance with the legal legislation, in accordance with the legal legislation. However, in case of any contradiction between the Clarification Text and the legal legislation, it is essential to apply the legal legislation.

II- DEFINITIONS:

Explicit Consent: Freely given, specific and informed consent,

Personal Data: Any information relating to an identified or identifiable natural person,

Special Categories of Personal Data: Data relating to race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.

Processing of Personal Data; Any operation which is performed on personal data, wholly or partially by automated means or non-automated means which provided that form part of a data filing system, such as collection, recording, storage, protection, alteration, adaptation, disclosure, transfer, retrieval, making available for collection, categorization, preventing the use thereof,

Personal Data Protection Law (PDPL); The law that entered into force after being published in the Official Gazette on April 7, 2016,

Natural Person Concerned: Natural person, whose personal data are processed,

Data Controller; The natural or legal person who determines the purposes and means of processing personal data and is responsible,

Data Processor; The natural or legal person who processes personal data on behalf of the data controller upon its authorization.

III-DATA SUBJECTS, DATA CATEGORIES, PERSONAL DATA AND PURPOSES OF PERSONAL DATA PROCESSING

A. Natural Persons Concerned within the Scope of the Clarification Text

The natural persons concerned within the scope of this Clarification Text are the candidates and internship candidates who apply for employment within our Company.

Data Categories

The following data in your CVs and/or application forms that you send to us are collected and processed in order to evaluate you for suitable positions. Please make sure that your non-essential personal data other than these are not shared with us.

Identity Data: Name-surname, date of birth, Turkish ID number, gender, marital status, nationality, passport information, job and title information.

Contact Data: Telephone number, e-mail address, address information.

Visual and Auditory Data: Photographs of the real person, and camera recordings in the workplace in case of physical presence.

Special Categories of Personal Data: Association/foundation memberships included in the CV, disability status, blood type data, information in the criminal record certificate and personality inventory

Education Data: Educational status, certificates and diplomas, information on foreign language exams and levels, training and skills, seminars and courses.

Work Experience Data: Curriculum vitae, experience, employment status and title, work experience (company names, periods of employment, job description), professional inventory and information from the assessment centre.

Other Data: Driving licence data, interests, military service status, reference information (name, surname, title, workplace, telephone, e-mail) and word, excel, presentation files attached to the CV. Please make sure that the reference person has been informed about this application and the personal data you have shared with us, if you have not informed the reference person, please inform us.

B. Purposes of Processing Personal Data

Your Personal Data is processed in accordance with the legislation, especially the Law on the Protection of Personal Data, for the following purposes.

- Carrying out the application processes of employee candidates
- Managing the selection and placement processes of employee candidates
- Planning and execution of human resources processes
- Carrying out activities to sustain business continuity
- Carrying out storage and archive activities
- Ensuring the security of data controller operations
- Verification of your data and information with the reference persons listed in the CVs, processed and retained in accordance with the law for the purposes for which they are intended.

Your personal data are processed within the scope stipulated in the Law on the Protection of Personal Data, as well as in accordance with the law and honesty rules, accurately and up-to-date when necessary, for specific, clear and legitimate purposes, by automated or non-automated means and also within the framework of the protection of fundamental rights and freedoms.

IV-LEGAL REASONS FOR THE PROCESSING OF PERSONAL DATA, COLLECTION AND STORAGE METHODS AND TRANSFER

A. Legal Reasons for Processing Personal Data

According to Article 5 of the Law on the Protection of Personal Data, we process the personal data received from you based on the following legal reasons:

- Provided that it is directly related to the conclusion or performance of a contract, it is necessary to process personal data of the parties to the contract.
- It has been publicized by the person concerned.
- Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.

In addition to these, if you have given your explicit consent, your special categories of personal data that you have explicitly consented and shared with us in this clarification text may also be processed.

B. Methods of Collection of Personal Data

Your personal data are collected verbally, in writing or electronically by natural or legal persons who are authorized by the Human Resources Department and the Board of Directors of the Company and who process the data, and/or by examining the data you share on the internet channels you use for employment purposes by us or by taking them into our records; e-mail, telephone, forms and minutes kept in paper media, and fully or partially automatic and non-automatic methods, provided that they are part of any data recording system.

Your personal data is also collected by non-automatic method, provided that it is part of a data recording system by physically sending documents, physically filling out a document provided by our Company.

During the application and interview; In accordance with the personal data processing conditions specified in the Law; (i) evaluation of the Employee Candidate / Intern Candidate for suitability for the position, (ii) execution of candidate application, selection and placement processes, (iii) employment of the candidate, (iv) planning of human resources processes, (v) maintenance and development of internal activities, in accordance with the personal data processing conditions specified in the Law, it is collected in proportion to the purposes specified in the section titled "Purposes of Processing Personal Data".

C. Transfer of Personal Data

Your processed personal data may be shared with our suppliers from whom we receive technical support for the maintenance of our electronic communication systems in accordance with Articles 8 and 9 of the Personal Data Protection Law and may be transferred to their servers located in Turkey or abroad.

V-PERSONAL DATA STORAGE PERIOD

Your personal data are kept in accordance with the periods specified in various laws such as the Labor Law, Turkish Code of Obligations, Turkish Commercial Code.

VI- ERASURE, DESTRUCTION AND ANONYMISATION OF PERSONAL DATA

Pursuant to Article 7 of the Law on the Protection of Personal Data, personal data shall be erased, destructed or anonymized by the data controller ex officio or upon the request of the data subject, in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the law.

In the event that the reasons requiring the processing of data by our Company in accordance with the provisions of the law are no longer valid, personal data are erased, destructed or anonymized ex officio or upon the request of the natural person concerned.

VII-RIGHTS OF THE DATA OWNER

Everyone can apply to the data controller for information about themselves;

- To learn whether personal data is being processed,
- Request information if personal data has been processed,
- To learn the purpose of processing personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing,
- Request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the KVKK,
- To request correction in cases where your personal data is incomplete or incorrectly processed and to request notification of this situation to third parties to whom personal data is transferred,
- To object to the emergence of a result to the detriment of the person himself/herself by analyzing the processed data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, you have the right to demand compensation for the damage.

You are required to submit your request to our company by the methods specified below that you wish to exercise your rights. Your request will be evaluated according to its nature and within 30 days at the latest. This process is free of charge. If the requested transaction requires a fee, the fee in the tariff determined by the Personal Data Protection Board may be charged.

A. Application Methods

In line with your rights, you can submit your request by filling out the Bata Metal Mobilya Tasarım Üretim Anonim Şirketi Relevant Person Application Form, which you can access from www.bt.design.com ;

- 1- You can submit your application for the right you want to use together with the documents showing your identity in writing and with wet signature to our company operating at Çerkeşli OSB Mahallesi İmes-10 Cad. No:18 Dilovası / Kocaeli You can deliver it by hand to our company operating at the address.

- 2- You can send your application to the above-mentioned address of our Company via notary public.
- 3- You can send your application to the above-mentioned address of our Company with return receipt requested.
- 4- You can send your application to sedefozturk@bt.design with documents identifying your identity or you can send an e-mail to sedefozturk@bt.design by secure e-mail.

In your application, the applicant's entitlement will be examined first. If deemed necessary, additional information about the application may be requested. The results of the applications are communicated to the applicants in writing or electronically by our company and if rejected, the reasons for this are explained.

Your requests in the application will be finalized free of charge as soon as possible depending on the nature of the request. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board may be charged.