



## INFORMATION NOTICE ON PERSONAL DATA PROCESSING FOR FUTURE EMPLOYEE

All personal data contained in Troia Tusan Turizm Ticaret A.Ş. ("Company") is under the protection of the Company acting in its capacity as the data controller. Within the framework of Personal Data Protection Law No. 6698 ("Law"), it adopts technical and administrative measures by using technological and infrastructure facilities to ensure that personal data is legally processed and securely protected.

We process your personal data in accordance with the procedures and principles stipulated in the Law and other applicable laws. Also, we process your personal data for specific, clear and legitimate purposes, in accordance with the law as well as in good faith, accurately and, where necessary, up-to-date. We hereby commit to store your personal data only for the maximum period specified in the related legislation, or for the purpose for which they are processed, and in any case, for the legal statute of limitations.

### WHAT TYPE OF PERSONAL DATA DO WE PROCESS?

Your General Personal Data	Name, surname, date and place of birth, gender, Turkish ID No., address, phone no, status of military service, marital status, number of children and their ages, number of dependents, educational background, spoken foreign languages, computer literacy, technical knowledge, professional background, completed trainings/courses, driving license level, personal restrictions to travel, contact info of reference persons, replies regarding to job and salary related questions, picture and cctv recordings
Your Sensitive Personal Data	Status of health, police record

### HOW DO WE OBTAIN YOUR PERSONAL DATA?

We obtain your personal data when you fill out the job application form , physically, or through e-mail, or by your application through our website.

If you visit one of the locations belong to the Company for applying to a job or making an interview, we obtain your visual data through cctv.

### ON WHICH LEGAL GROUNDS DO WE PROCESS YOUR PERSONAL DATA?

We process your personal data within the framework of the legal relationship that is aimed to be established between you and the Company, since it is necessary to establish the employment contract and provided that it does not harm the fundamental rights and freedoms of the related



person, grounding that data processing is mandatory for the legitimate interests of the data controller, for the purposes of carrying out the application process of future employees and of ensuring the physical safety of the location.

### **TO WHOM AND FOR WHAT PURPOSES DO WE TRANSFER YOUR PERSONAL DATA?**

Your personal data is not transferred outside the Company.

### **YOUR RIGHTS IN THE SCOPE OF LAW ON PERSONAL DATA PROTECTION**

As per the Article 11 of the Law, you have the following rights:

- to learn whether your personal data is processed by the Company; if it has, to demand information about it,
- to learn the purpose of the processing of your personal data and whether it is used in compliance with the purpose,
- to learn if your personal data is transferred in country or abroad, and to whom
- to request the rectification of the incomplete or inaccurate personal data, if any,
- to request the erasure or destruction of your personal data under the conditions referred to in the Law,
- to request notifying of the correction, erasure or destruction operations carried out to third parties those your personal data have been transferred,
- to claim compensation for the damage arising from the unlawful processing of your personal data.

We will conclude your requests in your duly submitted application within thirty (30) days latest.

For the matters processing of your personal data, you may contact us, after filling out the application form which is available on the Company's website, you may either deliver it by hand, or through a public notary, or send to our e-mail address below by using your e-mail address that you have previously informed us and registered in our system.

### **DATA CONTROLLER CONTACT INFO:**

Troia Tusan Turizm Ticaret A.Ş.

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