

## **INFORMATION IN REGARDS TO THE PROCESSING OF PERSONAL DATA OF THE CANDIDATES WHO HAD APPLIED FOR WORK**

Gulermak Heavy Industry Construction and Contracting Co. Inc. (“**Gulermak**”) acts as data supervisor in accordance with the provisions of Law No. 6698 on Protection of Personal Data and other applicable legislation. In this context, in order to be able to communicate with the applicant and evaluate the suitability of the applicant for the position, the required information of the applicants are submitted to Gulermak either by themselves or through private employment offices, and they are recorded by either Gulermak or they are recorded on behalf of Gulermak as data supervisor as a data officer in accordance with the conditions specified herein. They are kept and updated during the period specified below, and by the methods specified in the legislation on the protection of personal data; they are processed since it is mandatory for the legitimate interests of the data officer.

### **A. Personal Data Requested by Gulermak From Applicants Who Had Applied For A Job**

In order to communicate with the applicant who had applied for a job and to assess the eligibility of the candidate for the applied position, Gulermak requests the applicants' names, surnames, dates of birth, addresses, e-mail addresses, mobile phone numbers, profession, resume, education and diploma information. These data are obtained via e-mail, the documents being forwarded to Gulermak by the relevant persons and the applications made through the websites of the private employment offices.

### **B. Recording and Storage of Personal Data of Applicants Who Had Applied For Jobs By Gulermak**

1. Gulermak requests the above-mentioned information from the applicants in order to evaluate the eligibility of the candidates and to contact the candidates, and even if the information is obtained through the resume submitted by the applicants for the job application and then the candidate is not recruited for the job, such information is kept inside human resources of folders and folders generated in computers of in order to refer to the applicants whenever a vacant job is in question.
2. Gülermak stores the above-mentioned data of the applicants for a period of 3 years from the date of the applicant's application for the reasons explained above and destroys the data at the end of this period.

*Although Gülermak requests at least the above mentioned information from the applicants who apply for jobs, applicants are free to include any information to their CVs. However, pursuant to the Law on the Protection of Personal Data, data in regards to individuals' race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, disguise and dress, association, foundation or union membership, health, sexual life, criminal conviction and security measures are considered as sensitive personal data and therefore the applicants are requested not to include such data.*

## Rights

You may submit your petition which will include your requests within the context of Article 11 of the Law on the Protection of Personal Data which regulates the rights of the related persons, either personally by submitting your identity card at Bahcelievler Quarter, Ankara Konya Highway 23. Km No: 111, 06830 Golbasi/Ankara address or by having them sent by a Notary Public to the same address.