

	INFORMATION SECURITY MANAGEMENT SYSTEM
	INFORMATION TEXT FOR EMPLOYEE CANDIDATE

ABOUT THE PROCESSING OF YOUR PERSONAL DATA

Dear Employee Candidate;

ELBİR OTO YEDEK PARÇA İMALAT VE TİC. A.Ş. , acting as the data controller , in accordance with Article 10 of the Personal Data Protection Law No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Information Obligation, to inform you about the purposes of processing your personal data, the legal reasons, the method of collection, to whom it may be transferred, and your rights under the KVKK.

We do not have absolute control over the information you provide in the CVs you send us or on the websites through which you can reach us. We recommend that you do not share any personal data or sensitive personal data with our Company that you do not want us to know.

1. What Personal Data Do We Process?

Your name, surname, date and place of birth, gender, marital status, nationality;

- Your e-mail address, address, mobile phone number;
- Information about your health (such as your disability status) if you include it in your CV;

Your educational status, certificate and diploma information, expertise, foreign language knowledge, information about your abilities, information about seminars and courses you have attended, computer knowledge, and exam results;

Information about your work experience (e.g., the sectors and companies you worked in before, your position, your responsibilities, and your salary);

- Your photo;

Your driver's license information;

- Information about your hobbies;

Your salary expectations;

· Your military service status information,

Your reference information (reference person's name, surname, title, workplace, contact information),

Other information that you add to your CV of your own volition but that we cannot foresee

ELBİR OTO YEDEK PARÇA İMALAT VE TİC. A.Ş. in accordance with KVKK.

Your data in question may be stored by **ELBİR OTO YEDEK PARÇA İMALAT VE TİC. A.Ş.** for up to 1 year if your job application is not approved, and for up to 10 years after you leave the workplace if your application is approved.

2. For what purposes do we process your personal data?

Your personal data mentioned above is processed for the following purposes for the performance of this Service Agreement regarding the employment service we provide to you:

Managing your job application process,

- To be able to communicate with you,
- Determining whether you have sufficient qualifications for the position we will offer you,
- To be able to meet with people from whom we can get references and determine whether you are suitable for the job,
- To determine the position you want to work in, your salary expectations, whether you can work in other positions, and your starting date,
- Determining whether you can use company vehicles when the need arises,
- Determining your age suitability for the position to be offered to you and ensuring compliance with the Regulation on the Procedures and Principles of Employment of Child and Young Workers,
- You can be easily remembered by our human resources department when you come for an interview,
- Being able to contact the candidate and prepare the personnel file if the candidate is accepted for the job,

Determining whether there is a situation that may interrupt your employment during the employment contract and ensuring compliance with the provision of Article 75 of the Military Penal Code No. 1632.

3. By what methods and on what legal grounds do we process your personal data?

(e.g., automatically sending it to our system on the internet) or non-automatic means (e.g. , noting down information you have provided to us on the phone) and based on the legal

grounds set out in Article 5 of the Law , which are (i) “it is necessary for the data controller to fulfill its legal obligation”, (ii) “data processing is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person”, and (iii) processing of personal data belonging to the parties to a contract is necessary, provided that it is directly related to the establishment or performance of a contract.

4. To Whom and For What Purposes Do We Transfer Your Personal Data?

Your personal data may be transferred to our group companies for the purpose of resolving legal disputes or, if requested by the relevant legislation, to judicial authorities or relevant law enforcement agencies so that they can employ you.

5. What are your rights regarding the processing of personal data and how can you access these rights?

You may submit your requests regarding your rights specified in Article 11 of the Personal Data Protection Law **to ELBİR OTO YEDEK PARÇA** in writing, in accordance with Article 5 of the "Communiqué on the Procedures and Principles for Applications to the Data Controller," or by using your registered electronic mail (KEP) address, secure electronic signature, mobile signature, or the electronic mail address previously notified to the data controller by the relevant person and registered in the data controller's system. An application form is available on our website for your information and convenience. Click here [to view the relevant form](#) .