



EXPLANATION TEXT ON THE PROCESSING OF PERSONAL DATA

1. What is personal data, who processes it?

In accordance with Article 3 of the Law on the Protection of Personal Data No. 6698, personal data may be

means any information relating to an identifiable natural person. Our Company, Personal Data No. 6698

Establishing an employment contract as a "data controller" in accordance with the Law on Protection of Personal Data

in accordance with the law, for the requirements that will meet this purpose.

record, store, update, process and disclose to third parties, and

will be able to transfer.

2. For what purpose can your personal data be processed?

Your collected personal data; - Fulfilling the legal obligations of our company, our business units

The execution of the necessary operational activities by the company, if it is necessary for the performance of the contract,

Our Company's legitimate interests require, - Our Company, Group Companies and Our Company/Group

Ensuring the legal and commercial security of people who have or are in business relations with their companies,

planning and execution of human resources policies and processes, - Execution by our company

fulfillment of the activities carried out in accordance with the relevant legislation and the procedures of our Company,

KVK for the reasons and purposes of performing personnel audit and control activities

It can be processed in accordance with Article 4 of the Law.

3. To whom and for what purpose can your processed personal data be transferred?

Your collected personal data; - Fulfillment of legal obligations by our company, - Business

carrying out the necessary operational activities by our units,

Companies, those who have or have a business relationship with our Company and Group Companies ensuring legal and commercial security, - Receiving support from Group Companies in legal and commercial matters,

- Planning and execution of human resources policies and processes of our Company and Group Companies

for the purposes of; a) Real persons or private law legal entities, b) Our shareholders, c) Business to our partners, d) Our affiliates and subsidiaries, e) Our suppliers, f) Our Group companies, g)

It can be transferred to Authorized Public Institutions and Organizations in accordance with Articles 8 and 9 of the KVK Law.

4. For what legal reason, by what method we collect your personal data, and for what period of time do we hide

Your personal data is specified by our Company in the 2nd article of this Clarification and Consent Text.

for legal reasons, in physical and electronic environment during employment and continuation of the employment contract, verbally

or in writing. Your collected personal data is in accordance with the KVK Law and

It can also be processed for the purposes specified in the 2nd and 3rd articles of the Clarification and Consent Text, and

can be transferred. Your processed data as long as the employment contract is in force and you leave the job

It is kept for 15 years in accordance with SGK legislation and Occupational Health and Safety Legislation.

and is deleted, destroyed or anonymized at the end of this period.

5. Your private personal data collected, processed and transferred by our company

What are they?

Our company collects your personal data stated below for the purposes stated below, in this Lighting and

With your approval of the Consent Text, it will be able to operate within the scope of your explicit consent. Your job application and job

during the continuation of your contract, with the blood group information and health reports you shared with our Company.

your other health data is provided by our Company in accordance with the Labor Legislation and/or within the scope of your employment contract.

providing you with various fringe benefits and benefits, due to your employment contract and/or your job description.

It can be processed, stored and shared with domestic and foreign countries for the purposes of necessity. Business

throughout your application and employment contract, the association, foundation and union you shared with our Company

membership information (including membership in non-governmental organizations) and criminal convictions and security measures.

information and T.C. If there is a data in the "religion" section in your Identity Card,

The subject data is used by our Company to keep the records stipulated in the laws and to perform the audit activities.

may be processed for enforcement. Your aforementioned data is available in open positions in Group Companies.

In case you have the opportunity to be evaluated, you can also contact the relevant Group Companies within the scope of your resume.

can be shared.

6. What are your personal data processed regarding communication and company vehicle location?

For the reasons stated in the 2nd article of this Clarification and Consent Text,

The contents of the e-mail addresses, via the company phone numbers assigned to you.

meetings held and other IT and communication tools of our Company that you use, Company and/or at any time by the person(s) authorized by it, without further notice and warning.

can be kept under follow-up, correspondence and communication records can be backed up,

can be reported and subjected to detailed examinations when necessary. herein

For the reasons specified in article 2 of the Text of Enlightenment and Consent, in company vehicles, vehicle tracking

system is available and the location information, time and speed information of the vehicles are collected. Follow this information

Personal Data No. 6698 is kept in the personnel file and kept by the Company establishing the system.

What are your rights under the Conservation Law? Law No. 6698 on the Protection of Personal Data, art. 11

in accordance with; • Learning whether your personal data has been processed, • If your personal data has been processed,

requesting information on the subject, • The purpose of processing your personal data and whether they are used in accordance with their purpose.

learning that it is not used, • Third parties to whom personal data is transferred in the country or abroad.
knowing, • In case of incomplete or incorrect processing of personal data, their correction, correction
requesting the notification of the transaction to third parties to whom personal data has been
transferred, • Excluding legal limits

Your personal data will be deleted or destroyed within the framework of the conditions stipulated in
Article 7 of the Law.

requesting the deletion, deletion and destruction of the personal data to the third parties,

request, • By analyzing your processed data exclusively through automated systems

object to the emergence of a result against yourself,

You have the right to demand the compensation of the damage, in case you suffer damage due to the
processing.

7. How will you apply to the data controller?

You may express your above-mentioned rights to the Company address by hand with a wet-signed
petition or by registered mail.

by letter and with photocopies of ID (only front side copy for identity card)

You can use it by sending In order for a person other than the personal data owner to make a request,

Regarding the subject, the special issue issued by the personal data owner on behalf of the applicant.

power of attorney must be present. Our company determines whether the applicant has personal data.

may request additional information from the relevant person in order to determine

may ask questions about the personal data owner's application. The duly submitted requests to our
company are the most

will be finalized free of charge within thirty days later. However, those requests

If the finalization of the application requires an additional cost, our Company may apply.

The fee in the tariff determined by the Personal Data Protection Board may be collected from the owner.

Best regards;

Sima Dış Tic.Alüminyum San.A.Ş