

INFORMATION NOTICE FOR JOB APPLICANTS REGARDING THE PROCESSING OF YOUR PERSONAL DATA

Dear Job Applicant;

This privacy notice has been prepared by Üstüniş Makina San. ve Tic. A.Ş., acting as the data controller, in accordance with Article 10 of the Law on the Protection of Personal Data No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to Be Followed in Fulfilment of the Information Obligation, to inform you regarding the purposes of processing your personal data, the legal grounds, the method of collection, to whom it may be disclosed, and your rights under the KVKK.

We have no control over the information you provide in the CVs you send to us or on the websites through which you contact us. We advise you not to share any personal data or sensitive personal data with our Company that you do not wish us to know.

1. What personal data do we process?

- Your first name, surname, date and place of birth, gender, marital status and nationality;
- Your email address, postal address and mobile phone number;
- Information regarding your health (such as any disabilities), if included in your CV;
- Your educational background, certificate and diploma details, specialist knowledge, foreign language skills, information regarding your skills, details of seminars and courses you have attended, computer skills, and exam results;
- Information regarding your work experience (e.g. sectors you have previously worked in, companies, your position, responsibilities, and salary);
- Your photograph;
- Your driving licence details;
- Information regarding your hobbies;
- Your salary expectations;
- Information regarding your military service status;
- Your reference details (the reference person’s full name, title, place of work, contact details);
- Other information you have voluntarily included in your CV but which we cannot foresee

Processed in accordance with the KVKK.

Your data may be retained by Üstüniş Makina San. ve Tic. A.Ş. for up to one year if your job application is not successful, or for up to 10 years from the date you leave the company if your application is successful.

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

The personal data specified above is processed for the following purposes in order to fulfil this Service Agreement relating to the employment services we provide to you:

- To manage your job application process,
- To contact you,
- To determine whether you possess the necessary qualifications for the position we are offering you,
- To speak to individuals from whom we may obtain references regarding you and to assess your suitability for the role,
- To ascertain the details of the position you wish to apply for, your salary expectations, whether you are available to work in other roles, and your start date,
- To determine whether you are able to use company vehicles should the need arise,
- To verify your age suitability for the position we propose and to ensure compliance with the Regulation on the Procedures and Principles for the Employment of Child and Young Workers,
- To ensure that our Human Resources department can easily recognise you when you attend an interview,
- To establish contact with the job applicant and, should the applicant be offered the position, to prepare their personnel file,
- To determine whether there are any circumstances that could interrupt your employment during the term of the employment contract and to ensure compliance with Article 75 of the Military Penal Code No. 1632.

3. How do we process your personal data, and on what legal grounds?

The personal data in question is processed, subject to your explicit consent, on the legal grounds set out in Article 5 of the Act: (i) “where it is necessary for the data controller to fulfil a legal obligation”, (ii) “where it is necessary for the legitimate interests of the data controller, provided that such processing does not infringe upon the fundamental rights and freedoms of the data subject”, and (iii) “it is necessary for the processing of

personal data relating to the parties to a contract, provided that such processing is directly related to the conclusion or performance of the contract”, and are processed either automatically (for example, when data is automatically transmitted to our system via the internet) or by non-automated means (for example, when we make a note of information you provide to us over the telephone).

4. To whom and for what purposes do we transfer your personal data?

Your personal data may be transferred to our group companies, based on your explicit consent, for the purposes of conducting human resources activities and assessing your job application with a view to employing you at other group companies; or to judicial authorities or relevant law enforcement agencies, where required by applicable legislation or to resolve legal disputes.

5. What are your rights regarding the processing of personal data, and how can you exercise them?

Requests regarding your rights as set out in Article 11 of the KVKK must be submitted in accordance with the “Communication on the Procedures and Principles for Applications to the Data Controller” You may submit your requests to Üstüniş Makina in writing or via a registered electronic mail (KEP) address, secure electronic signature, mobile signature, or the email address previously notified to the data controller by the data subject and registered in the data controller’s system, in accordance with Article 5. An application form is available on our website to inform you and facilitate the process. [Click here to view the relevant form.](#)