

## **ELELE DÖŞEME SANAYİ VE TİCARET A.Ş. PRIVACY NOTICE FOR JOB APPLICANTS**

This privacy notice has been prepared by **Elele Döşeme Sanayi ve Ticaret A.Ş.** ( the “Company” ) as a Data Controller, in accordance with the article 10 of the Law No. 6698 on the Protection of Personal Data ( the “Law” ) and the Communiqué on the Principles and Procedures for Fulfilment of Information Obligation.

In order to apply a job position in the Company, name-surname, identification number, contact information, date of birth, marital status, work experience, education status, gender, military status, driver's license and class information, travel disability, professional experience, criminal record, body and shoe size, health information, availability of work disability and the name-surname, duty, institution and workplace telephone information of the referenced people and all other personal data shared by the candidate and companies providing the human resources consultancy are being processed only for following limited purposes:

- i. Execution and finalization of the recruitment process by the Human Resources Department,
- ii. Conducting employee candidate / trainee selection and placement processes
- iii. Execution of the application processes of candidates for employees
- iv. Attending of personnel suitable for open positions,
- v. Evaluation of whether the job applicant is suitable for the position he / she applied for,
- vi. Determining whether you have a health disability due to work in our company, which is within the scope of the dangerous class of workplace,
- vii. If the result is negative, evaluating the application in similar positions that will occur later
- viii. Checking the accuracy of the information you submit and if necessary controlling your references by contacting third parties
- ix. Informing candidates about your job application status,
- x. Determining whether there is a work permit for foreign candidates and the need for application, if necessary,
- xi. Execution of Strategic Planning Activities
- xii. Execution of Wage Policy

The aforementioned personal data is being processed completely or partially automatically or non-automatically but provided that being a part of a data recording system by verbal, written (via application form or petition sent to Company) or electronically (e-mail; form at the website issued by Human Resources) based on your explicit consent in accordance with the above purposes. Pursuant to the Article 5 of the Law, these personal data is being processed in accordance with the law and general principles based on the legal grounds that that data processing is mandatory for fulfilling the legal obligation of the Data Controller and explicit consent.

The above-mentioned personal data is being kept confidential and not being shared with any third party. However, these data might be shared with the judicial and/or administrative authorities where it's necessary and legally requested in order to resolve the legal disputes or to fulfil the legal obligation of the data controller in accordance with the article 8 of the Law. Furthermore, in case you give explicit consent, your application will be shared with Diniz Holding Group companies in order to provide you with a wider job opportunity.

As per article 11 (“Rights of Data Subjects”) of the Law and Communiqué on Procedures and Principles of Application to the Data Controller, everyone has the right to:

- a) Learn whether personal data of the data subject have been processed;
- b) Request information as to processing if it has been processed;
- c) Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose;
- d) Know the third parties in the country or abroad to whom personal data have been transferred;
- e) Request rectification in case personal data are processed in completely or inaccurately;

- f) Request deletion or destruction of personal data within the framework even though the personal data has been processed lawfully, and request notification of the operations to third parties to whom personal data have been transferred;
- g) Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems;
- h) Request compensation for the damages in case the person in curs' damages due to unlawful processing of personal data

by applying to the data controller.

Kindly forward your requests stipulated into the article 11 of the Law titled "Rights of the Data Subject" and in the Communiqué on the Application Procedures and Principles to the Data Controller along with the information that identifies your identity and the explanations:

- through the "Application Form" at [www.elelefoam.com](http://www.elelefoam.com) or in writing with a petition that consisting of your identity and contact information to the following adress: İşiktepe OSB Mah. Ormanlar Cd. No:2/Nilüfer/Bursa or;
- electronically to [eleledoseme@hs03.kep.tr](mailto:eleledoseme@hs03.kep.tr) or;
- via e-mail address where your membership is confirmed, to [kvk@elelefoam.com](mailto:kvk@elelefoam.com).

Please send your demands with the phrase "Request for Personal Data Information".

You may also find detailed information on the "Application Form" at [www.elelefoam.com](http://www.elelefoam.com).