



GUNGOR LAW OFFICE

NOTICE REGARDING THE PROCESSING OF PERSONAL DATA OF EMPLOYEE CANDIDATE

This document is related to the processing of your personal data in accordance with the Law No. 6698 on the Protection of Personal Data ("Law"). It has been prepared in order to ensure that you are informed within the framework of Article 10.

Dear Employee Candidate,

We kindly ask you to consider the following points while sharing your CV (Resume) and personal information with us and during the interview processes.

1. Who Processes Your Data?

As **Gungor Law Office ("Gungor Law")**, located at **Palladium Tower - Barbaros Mahallesi Kardelen Sokak No:2 Kat:10 Ataşehir/İstanbul- TURKEY**, www.gungorlaw.com entitled as Data Controller in terms of personal data that we requested pursuant to the Law, we process your personal data that you have shared with us within the scope of the purpose and in connection with this purpose, in a limited and measured way, keeping the accuracy and the most up-to-date version, within the scope described below.

2. For What Purposes and for Which Legal Reasons Do We Process Your Personal Data?

According to the Labor Law numbered 4857, the Code of Obligations numbered 6098 article 419, the Law, and the relevant secondary legislation, Gungor Law can process following personal information; the name, address, date of birth, e-mail address, telephone number of the employee candidates who apply for a job, other contact information, curriculum vitae, cover letter, background or relevant work experience or other experience, educational background, transcript, language test results or supporting or explanatory documents related to the job application, online interview such as, video conference, telephone or face-to-face interview such as records of information obtained during the interview and references you have specified in your job application.

Especially by evaluating your competencies in order to establish your employment contract, constitutes our fundamental legal basis for processing personal data. Accordingly, in the context of your candidacy, any personal information that is not directly related to your competencies, and especially your private (sensitive) data (*race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, attire, membership of association or union, health, sexual life, biometric and genetic data*) we strongly recommend that you refrain that information from specifying and you blacken out the relevant parts in the CV and documents you have given in writing, if any.

As a rule, your criminal records should be examined during the evaluation process of your candidacy, based on the principles we have mentioned above, for required situations and positions. For this reason, **we request your explicit consent for the processing of your criminal record information (1)**



In addition, regarding the personal data (name, surname, telephone, e-mail, etc.) of the references in your resume, we strongly recommend that you let us know; by knowing that it is your responsibility to inform the person(s) and obtain their explicit consent(s) in the first place. In the recruitment process, we can apply recruitment tests that determine talent and personality traits, and we can cooperate with organizations specialized in this field. The results of the aforementioned tests are shared with you upon your request and are kept in your personal file in case you are hired. We are also able to cooperate with expert evaluation/assessment organizations during interview processes. We **request your explicit consent to carry out the said evaluations and tests and to share your data in cooperation with experts and institutions in this field (2).**

3. For What Purposes and For What Legal Reasons Do We Transfer Your Personal Data?

At Gungor Law, your personal data may be transferred in a limited and measured manner for the purpose of conducting the recruitment and evaluation processes and evaluating your application. In this context, your personal data can be transferred to authorized persons (*such as Hosting Services, Database Maintenance Services, HR-Recruitment Consultancy, Evaluation/Assessment Organizations*) provided that they are related to recruitment purposes and working under a confidentiality agreement as “Data Processor” within Gungor Law.

Except this; situations stipulated in the law, on the legal basis that data processing is mandatory for the establishment, exercise or protection of a right with judicial authorities (*for example, with the courts in case of a dispute in recruitment processes*), and administrative authorities (*for example, requests from the Personal Data Protection Authority Institution, Social Security Institution; requests from İS-Kur*) and with the legal basis of fulfilling the legal obligation, with academic institutions (*for example, for the purpose of checking the accuracy of the information you have provided regarding your diploma*), Gungor Law's legitimate interests and the legal basis of the establishment of the employment contract, with your references (*with the legal basis of the establishment of your employment contract and Gungor Law's legitimate interests*), with Insurance Companies, Social Security Institution, Tax and Legal Consultants (*Gungor Law's legitimate interests and the fact that data processing is mandatory for the establishment, exercise or protection of a right*), exceptionally, your data may be shared for the purpose of protecting the life or physical integrity of the person or another person, who is unable to express his or her consent due to the de facto impossibility stipulated in Article 5 of the Law (*for example, with health institutions in case you get sick during a job interview*).

Due to the fact that arising in the COVID-19 pandemic, the use of auxiliary software in our business processes is seen as beneficial for the planning of business flow and facilitating your safety at the same time. In this context; Since software such as; Google Meeting, Zoom and Microsoft Teams serve through a cloud service provider and the data centers of these software's are in abroad; Since data transfer to abroad will occur in case of using these platforms, international transfer in data processing will occur and **your explicit consent is required for such transfer regarding the provisions the Law take in into account (3).**



If you attend our meetings through these software, we recommend that you also review their Privacy Policy and Third Party Disclosures. Since you have control over cookies in related software you can also set your preferences regarding the use of cookies.

Gungor Law restricts access to recruitment information to people who "need to know" this information within the office. Certain employees at Gungor Law have access to your personal data to process your application and manage the recruitment process. Your personal data is only disclosed to third parties other than Gungor Law in the following cases:

- when required by law;
- in response to a request for legal aid by the police or other law enforcement agencies; and/or
- to seek legal advice from non-corporate lawyers or in connection with a litigation with a third party.

4. Security and Storage of Your Personal Data

We always aim to keep your personal data in the safest and most secure way and only for the time necessary to achieve the purpose of the transaction. With this in mind, we take the necessary physical, technical and organizational measures to prevent, as far as possible, the alteration or loss or unauthorized access of your data. We store your personal data in secure environments and take the necessary measures in this regard if the transfer will be made.

All personal data collected and processed about you during the recruitment processes are transferred to the personnel file if the Employee Candidate is decided to be employed in the relevant vacant position and are stored subject to the retention periods within the scope of Employee personnel information. In case you are not employed, your personal data that you have given as a candidate is kept for a maximum of 2 years. In the event of a criminal act, your personal data is kept for the duration of the lawsuit and penalty statutes specified in the Turkish Penal Code.

5. How Do We Collect Your Personal Data?

We derive most of the personal data we process from the information you provide to us. Again, in some cases, your personal data may reach us from the data in the systems established by public institutions and organizations due to your references or working life requirements. The information we process can be collected by non-automatic methods such as paper media (application forms), or by automatic methods such as documents sent via e-mail or web form.

6. What Are Your Rights Regarding Your Personal Data?

In accordance with Article 11 of the Law, you have the right to demand following regarding your personal data; a) learning whether it has been processed, b) requesting information if it has been processed, c) learning the purpose of the processing and whether it is used in accordance with its purpose, d) knowing the third parties to whom it has been transferred domestic/abroad, e) requesting correction if it has been processed incompletely / incorrectly, f) To request deletion / destruction within the framework of the conditions stipulated in Article 7, g) to request notification of the transactions made in third parties in accordance with subparagraphs (e) and (f) above, h) to object to the emergence of a result against you because it is analyzed exclusively by automated systems, i) the compensation of the damage in case you suffer damage due to unlawful processing.



Your request, including the necessary information to identify you in order to exercise your above-mentioned rights, and your explanations regarding your right that you request to exercise from the rights specified in Article 11 of the Law; By filling out the form on our website www.gungorlaw.com you can personally send documents identifying your identity to **Palladium Tower - Barbaros Mahallesi Kardelen Sokak No:2 Kat:10 Ataşehir/Istanbul-TURKEY**, send them via a notary public, or send them via e-mail to our info@gungorlaw.com address. You can find detailed information about the processing and protection of personal data by reviewing the **Personal Data Processing and Protection Policy** on our website.

I have received, read and understood the above notice.

Employee Candidate Receiving the Notice:

Name Surname:

Signature: