

## **INFORMATION TEXT FOR EMPLOYEE CANDIDATES ON PROTECTION OF PERSONAL DATA**

We, as Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi (Öz-Ege Tobacco Industry and Trade Joint Stock Company, "Öz-Ege" and/or our "Company"), respect the personal data we process when carrying on our operations and activities and show maximum sensitivity on the security of the personal data in the framework of existing legislation and universal values. Therefore, we care for the security and confidentiality of personal data belonging to the employee candidates.

Our company performs the personal data processing activities according to the regulations included in the Law on Protection of the Personal Data (the "**Law**") no: 6698.

### **DATA OFFICER**

The subparagraph (a) of the paragraph 1 of the article 10 of the law, titled "Information Obligation of the Data Officer", has brought the obligation on providing information on the identity of the data officer. In the subparagraph (ı) of the paragraph 1 of the article 3 of the law the data officer is defined as "the real or legal persons who determines the personal data processing targets and means, responsible for the establishment and management of the data recording system". With respect to the application of the Law, our Company, registered in the Commercial registry no: 2266 and MERSIS: 0662011045800014 before the Izmir Commercial Registry Department, titled as Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi, in the address Yedi Eylül Mahallesi Bige Özgener Caddesi No.4 Torbalı, Izmir, is the data officer and Orkun Kurşunlu, the Human Resources and Administrative affairs Manager of our Company, was assigned as the Contact Person.

### **THE PROCESSING PURPOSE AND LEGAL REASON FOR PROCESSING YOUR PERSONAL DATA**

Your personal data is processed in the framework of the purposes and legal reasons stated below according to the Law and the secondary regulations under the Law:

With this regard, your personal data in the form of name-surname, date of birth, place of birth, gender, nationality, marital status, address, e-mail, home and mobile phone number, education and language information, the courses and seminars participated, having driving license, military status, computer knowledge, the workplaces worked, income information, the reason for leaving, height and weight information, the information whether there is serious health problem or not, retirement information, and the salary requested, shall be processed with respect to your clear consent.

In case that your job offer is evaluated as positive, with the purposes of completing your recruitment process and making your employment contract, your personal data as criminal records and health information shall also be processed separately.

### **THE PERSONAL DATA PROCESSED TRANSFERRED TO WHO AND FOR WHICH PURPOSE**

Your personal data may be transferred to the related authorities without informing obligation and asking for your clear consent if requested in the framework of the Art. 28/4 of the Law on PDP.

In addition to this, in cases not anticipated, in case that your personal data is requested in cases clearly stated in the laws may also be transferred to the public institutions (administrative authorities like ministries, Presidency boards) stated in the laws within the purposes and restrictions anticipated in the law. No information can be given because there is no such foreseeable situation at this stage. If this takes place, you shall be informed beforehand.

Your personal data is not transferred to any institution, person or organization, outside our legal obligations, with which there is no information obligation or not requiring clear consent.

## **THE METHOD AND LEGAL REASON FOR US TO COLLECT YOUR PERSONAL DATA**

Your personal data is collected in written, verbal, printed, and electronic environment according to the current legislation by our Company. Your personal data is collected for various legal reasons on which the activities we perform base in order to conduct our commercial activities and to ensure the continuity of our company.

## **DATA SECURITY**

We place importance to protect the confidentiality and security of all personal data processed in the organization of our Company. Accordingly, our Company takes all necessary technical and administrative security precautions for protection against unauthorized access to the personal data, damage, loss or disclosure risks.

## **RIGHTS OF THE OWNER OF THE PERSONAL DATA**

The rights owned by the real persons, the personal data of who is processed, according to the article 11 of the Law are: Knowing whether the personal data is processed or not, if the personal data is processed, requesting information on this, knowing the purpose of processing the personal data and whether these are used according to the purpose or not, knowing the third persons to whom the personal data is transferred in or outside the country, in case that the personal data was processed wrong or insufficiently, requesting that these are corrected and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred, in case that the reasons requiring processing disappear, even though they are processed according to the provisions of the Law on Processing Personal Data and the other related laws, requesting that the personal data is deleted or destroyed and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred, objecting that a cause detrimental to the person himself emerges by analyzing the processed data especially by means of automatic systems, in case that damages are incurred because the personal data was processed on the contrary to the law, requesting that the damages are compensated.

In case that you, as the owner of the data, convey your requests related with your rights, listed above personally, by ensuring that your identity is verified in the address Yedi Eylül Mah. Bige Özgener Cad. No: 4 Torbalı, Izmir or to the mail address: ozegetutun@hs01.kep.tr, the KEP address of our Company, from your personal KEP address or through notary according to the application methods anticipated in the Communique on the Methods and Principles on Applying to the Data officer, your request shall be concluded for free as soon as possible and within at most thirty (30) days depending on the nature of your request. However, the procedure requires a separate costs, the fee in the tariff determined by the Personal Data Protection Board may be requested.

The personal data processed according to the purposes stated above are current and correct and I was informed on the methods, purposes and legal purposes related with the processing and transferring my personal data and the rights I have by Öz-Ege.

**Name-Surname** :

**Date** :

**Signature** :

## APPROVAL TEXT RELATED WITH PERSONAL DATA PROCESSING

I accept and approved that my personal data such as name-surname, date of birth, place of birth, gender, nationality, marital status, address, e-mail, home and mobile phone number, education and language information, the courses and seminars participated, having driving license, military status, computer knowledge, the workplaces worked, income information, the reason for leaving, height and weight information, the information whether there is serious health problem or not, retirement information, and the salary requested, I shared with your Company, Öz-Ege Tütün Sanayi ve Ticaret Anonim Şirketi, is processed for with the purposes of planning and/or performance of the recruitment and/or personal file processes, planning and/or performance of the employee application, selection and evaluation processes, and, in case that my job application is resulted positively, my data as criminal record and health information is processed for the purposes of completing the recruitment process and making of employment contract.

**Name-Surname** :

**Date** :

**Signature** :