

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 Emin Taşlıyük, the Human Resources and Purchasing 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 :

JOB APPLICATION FORM

The job applications without signature and approval on the information text shall not be taken into account and destroyed.

IMPORTANT

1. Please fill this form completely and with your hand writing and sign.
2. Making that the form is filled doesn't impose any liability to our company.
3. Of the ones who are hired, the service act of the ones providing false information is terminated without notification and compensation.

Name, Surname	Date of birth	Place of birth	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality
Marital status Single <input type="checkbox"/> Married <input type="checkbox"/>	Address			mail : Home : Mobile :

EDUCATION	Name, place of the school	Department	Education years Start - end	Graduation degree
First school				
Secondary school				
High school				
University				

LANGUAGE KNOWLEDGE	Knowledge level
1-	
2-	
3-	

Driving license No <input type="checkbox"/> Class <input type="checkbox"/>	Received on:
Military status Yes <input type="checkbox"/> Postponed <input type="checkbox"/> Exempt <input type="checkbox"/> Class, rank Discharge date	

Courses and seminars participated	Terms

COMPUTER KNOWLEDGE

THE PLACES YOU WORKED (Please start from the end)

Name and city of the workplace	Duty	Annual gross salary	Start - leave dates	Reason for leaving
1-				
2-				
3-				

Your height	Did you have a serious, permanent health problem? (health problem requiring surgery, long term treatment)	
Your weight	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If your answer is yes, state the date and describe shortly.		
Write first employment date, first SGK date	Are you retired?	If yes, from where you were retired. What is the retirement date?
State which workplace, date	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Annual net income you want	TL	The date when you can start working
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I acknowledge and state that the information I give in this form constitutes the basis for the service contract, that they are correct and complete and that I shall be subjected to a trial period of months.

Application date : Signature of the applicant

THIS PART SHALL BE FILLED BY THE EMPLOYER

Test results		
Signature	Signature	
Opinions of the human resources officer:	Opinions of the manager of the department	Opinion and approval of the higher level manager
Signature	Signature	Signature
Date of starting working	Department	Starting salary