

## INFORMATION TEXT ABOUT PROTECTION AND PROCESSING OF PERSONAL DATA OF PROSPECTIVE EMPLOYEES

We, as TEMPO ÇAĞRI MERKEZİ VE İŞ SÜREÇLERİ DIŞ KAYNAK HİZMETLERİ TİCARET ANONİM ŞİRKETİ with the principal place of business at Gülbahar Mah. 5. Yıl Sok. Aksoy Plaza No:4/1 Şişli/İstanbul, ("**TEMPO**" or "**Company**") exercise great care regarding the protection of your personal data.

With this awareness, we place a great importance on the processing and protection of the personal data of natural persons, who want to work for Company and have submitted a job application, in accordance with Personal Data Protection Act No 6698 ("**Act**"), and existing or future secondary legislation (regulations, communiques, circulars, etc.) enacted under said Act and existing or future binding decisions of Personal Data Protection Board. As being fully cognized of our this responsibility, and with the title of "Data Controller" as further defined in the Act, we are processing our personal data as further detailed below for the purposes of account creation process and within the limitations as set out by the legislation.

### 1. Information about Data Controller

TEMPO ÇAĞRI MERKEZİ VE İŞ SÜREÇLERİ DIŞ KAYNAK HİZMETLERİ TİCARET ANONİM ŞİRKETİ, registered with registration number 675578 at Istanbul Trade Registry Office, MERSIS No: 0837053302900011, with the principal place of business at Gülbahar Mah. 5. Yıl Sok. Aksoy Plaza No:4/1 Şişli/İstanbul, is the Data Controller for the purposes of this text.

### 2. Purposes of Personal Data Processing

Your personal data will be processed by TEMPO;

- to fulfill the obligations arising from Act No 6698,
- to implement the human resources policies,
- to ensure, and monitor, the personal data among Group companies,
- to manage the application processes of prospective employees,
- to evaluate CVs of the eligible employees,
- to carry out the communication activities,
- to perform interview process via Video-Chat applications,
- to plan the human resources processes,
- to perform the recruitment processes,

in compliance with the law and good faith rules, within the limitations of the Act, always relevant and limited to and commensurate with said purposes.

### 3. Transfer of Personal Data

Your personal data is transferred to, notably, personnel and directors of Human Resources Department of the Company, as well as the authorized personnel of Company units, third real and legal persons providing human resource program services as outsourced by the Company, group Companies and, only when necessary, lawyers authorized by Company to act on behalf of the Company within the aforelisted purposes, in line with the conditions set forth in Articles 8 and 9 of Act.

### 4. Methods of Collecting Personal Data and Legal Grounds

Your personal data is collected verbally, in writing or electronically by the Human Resources Department through automated and non-automatic methods by means of e-mail, telephone, website, and forms kept in paper form.

In this respect, your personal data such as name-surname, nationality, place of birth, date of birth, gender, marital status, driving license, photograph, educational background, military service status for male employees,

phone number, e-mail address, personality inventory for assessing your accord with our work principles and team, your references, CCTV footage for monitoring clock-ins and outs, and footage captured during security checks, your eligibility to the job, reasons for rejection if your job application found ineligible are processed on the legal grounds that data owner has made such personal data public pursuant to Article (5)(2) (d), (e) and (f) of the Act, and the data processing is mandatory for the legitimate interests of the data controller provided not to jeopardize the fundamental rights and freedoms of the data owner.

## **5. Rights of Data Owners under the Act**

At any time you wish, you demand to exercise following rights by applying to TEMPO;

- be informed as to whether your personal data is processed or not,
- if your personal data has been processed, request relevant information,
- learn the purpose of processing of your personal data, and whether they are used in line with intended purpose,
- get information about third parties, foreign or local, to which your personal data is transferred,
- if their personal data has been processed in part or inaccurately, then submit a request to correct them,
- request deletion and destruction of the personal data under the conditions as prescribed in Article 7 of Act 6698,
- request to notify third parties to which personal data is transferred about the actions taken pursuant to sub-paragraphs (d) and (e) of Article 11 of Act,
- lodge an appeal against the occurrence of any results that are against your interests after your data processed are analyzed via exclusively automatic systems,
- claim any damages be compensated if you incur damages as a result of illegal processing of your personal data.

You can submit your demands regarding your rights and application of the Act by sending or delivering completed wet-ink signed the application form, available at [www.tempocagri.com](http://www.tempocagri.com) , to the address Gülbahar Mah. 5. Yıl Sok. Aksoy Plaza No:4/1 Şişli/İstanbul via notary public, certified mail with return receipt requested, or personally; or the electronically completed application form signed with your mobile signature or secure electronic signature using your KEP address, or e-mail address registered at the data registry system of Company to the address at [msy@tempocagri.com](mailto:msy@tempocagri.com). If the requests in this respect require a written answer, TEMPO will do so free of charge for up to ten pages, and charging process fee of TRY 1 per page above ten pages. If the answer to the application will be delivered in a recording medium such as CD, flash memory, then fee to be charged by the Company will not exceed the cost of such recording medium.

The application you will submit to exercise the aforementioned rights that you have as a personal data owner that contains the description of the right that you intended to exercise, must have a clear and understandable wording of the issue that you claim and, if you submit a personal application, must be accompanied with documents that verify your ID, or if you submit an application on behalf of another person, with the notarized power of attorney that verify you are authorized to act on behalf of such another person. Your application must mandatorily contain information such as name-surname, signature, Turkish ID, residential or workplace address, e-mail address, phone and fax number, the subject matter of the request pursuant to "Communique on Principles and Procedures of Application to Data Controller". Applications which do not contain said elements will be rejected by TEMPO.

**TEMPO AĐRI MERKEZİ VE İŞ SÜREÇLERİ DIŞ KAYNAK HİZMETLERİ TİCARET A.Ş.**

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- ☐ I hereby acknowledge and declare that I have read and understood the Information Text provided to me and have been informed clearly and intelligibly about my rights as provided for in Article 11 of Personal Data Protection Act No 6698 ("Act") and how I can exercise these rights, as well as the fact that my personal data will be processed for the purposes and legal grounds, including methods, as set out in the text.

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**DECLARATION OF EXPRESS CONSENT**

I, hereby,

- ☐ **grant** my consent on **processing and transfer** of my personal data to third natural and legal persons providing human resources program service as outsourced by the company;
- ☐ **do not grant** my consent on **processing and transfer** of my personal data to third natural and legal persons providing human resources program service as outsourced by the company;

for the purposes and legal grounds, including methods, as described in the information text, under the Act.