

**ATU TOURISM MANAGEMENT INCORPORATED COMPANY
PROTECTION AND PROCESSING OF EMPLOYEE CANDIDATE PERSONAL DATA
CLARIFICATION TEXT**

1. DATA RESPONSIBLE

Your personal data may be processed by ATU Tourism Management Inc. ("Company") in the capacity of data controller, in accordance with the Personal Data Protection Law No. 6698 ("Law"), within the scope described below.

You can find detailed information on the processing of your personal data by our Company from the ATU Tourism Management Inc. Personal Data Protection and Processing Policy, which has been shared with the public at <https://atu.com.tr/legal/personal-data-protection/>

2. PURPOSE OF PROCESSING YOUR PERSONAL DATA

Your personal data processed by our Company, especially the Job Application Form filled by you, the detailed service breakdown of SSI(Social Security Institution) and the ones in your resume, in accordance with the basic principles stipulated in the Law and in compliance with the Law within the scope of the personal data processing conditions specified in Articles 5 and 6, internal and external communication activities required for the application, selection and evaluation processes of employee candidates, and for the placement of employee candidates, It will be processed by sharing it with our Company's group companies and partners, and with the persons or organizations permitted by the Labour Law and other legislation provisions, especially for the purposes of realizing the realization of personnel and conducting reference or intelligence activities for Company security processes.

3. Method of Collection and Storage of Personal Data

Your personal data is collected by sending the information and documents containing your Job Application Form and your CV to our company, by responding to the personality inventory and/or by conducting an interview. Your personal data will be stored in electronic and/or physical media. The design and technical security infrastructure developments of necessary business processes are implemented in order to prevent your personal data provided and stored by our company from being exposed to unauthorized access, disinformation, loss or damage in the environments where they are stored.

Your personal data will be processed and stored for 6 months by taking all necessary information security measures, provided that it is not used outside of the purposes and scope notified to you. When this period expires, your personal data will be removed from the Company data streams in accordance with the Regulation on the Deletion, Destruction or Anonymization of Personal Data.

4. THE PARTIES TO WHICH YOUR PERSONAL DATA IS TRANSFERRED AND THE PURPOSE OF TRANSFER

Your collected personal data may be transferred to our company's partners, group companies, and suppliers, legally authorized public institutions and authorized private individuals in accordance with the personal data processing conditions specified in Articles 8 and 9 of the Law, in line with the realization of the Purposes.

5. METHOD OF COLLECTING YOUR PERSONAL DATA AND LEGAL REASON

Your personal data is collected electronically and/or physically via our Company's Headquarter, printed form, fax, cargo, e-mail and website channels, in case you contact our Company.

In addition, your personal data is collected on the basis of explicit consent legal grounds, if the establishment and performance of the contract regulated in Articles 5 and 6 of the Law are found with legitimate interests.

6. YOUR RIGHTS AS PERSONAL DATA OWNER STATED IN ACCORDANCE WITH THE ARTICLE 11 OF THE LAW

As a personal data owner, we declare that you have the following rights in accordance with Article 11 of the Law:

- Learning whether your personal data is processed,
- If your personal data has been processed, requesting information regarding this,
- To learn the purpose of processing your personal data and whether they are used in accordance with the purpose
- Knowing the third parties to whom your personal data is transferred in the country or abroad,
- Requesting correction of your personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third parties to whom your personal data has been transferred
- Requesting the deletion or destruction of personal data in the event that the reasons requiring its processing have disappeared, although it has been processed in accordance with the Law and other relevant Law provisions, and requesting the notification of the transaction made within this scope to the third parties to whom your personal data has been transferred,
- Objecting a result against you by analysing the processed data exclusively through automated systems,
- Requesting the compensation of the damage in case you suffer damage due to unlawful processing of your personal data.

You can submit your applications regarding your rights listed above to our Company by filling out the ATU Tourism Management Incorporated Company Data Owner Application Form, which you can access at <https://atu.com.tr/tr/legal/personal-data-protection/>. Apart from this, your requests within the scope of the Law; You can also send it to our Company in written or by using a Registered Electronic Mail (REM) address, secure electronic signature, mobile signature or the electronic mail address previously notified to our Company and registered in our Company's system, or by means of a software or application developed for application purposes. In this direction, our contact address where your requests will be processed is kvkk_iletisim@atu.com.tr

In case of additional cost in question transactions, this amount is reflected to you in accordance with the relevant legislation.

In accordance with the relevant legislation, requests and complaints that are not sent by the above-mentioned ways and do not contain the following conditions will not be considered:

- Name-Surname and signature if the application is in written,
- For citizens of the Republic of Turkey, T.R. identification number, nationality for foreigners, passport number or identification number, if any,
- Settlement or workplace address based on notification,
- The e-mail address, phone and fax number in the basis of notification, if any,
- Subject of request,
- Information and documents related to the subject

Depending on the qualification of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest.

"I have read and understood the ATU TOURISM MANAGMENT INCORPORATED COMPANY PROTECTION AND PROCESSING OF EMPLOYEE CANDIDATE PERSONAL DATA CLARIFICATION TEXT

Name – Surname:

Signature:

**ATU TOURISM MANAGEMENT INCORPORATED COMPANY
PROTECTION AND PROCESSING OF EMPLOYEE CANDIDATE PERSONAL DATA EXPLICIT
CONSENT TEXT**

I have read the ATU Tourism Management Incorporated Company Protection and Processing of Employee Candidate Personal Data Clarification Text and in this context:

Following the closing of the position I applied for, my personal data is used for the purposes of recruiting personnel in line with the Company's Human Resources needs, planning and/or executing the application, selection and evaluation processes of employee candidates, conducting security inquiries and reference searches regarding employee candidates, and planning the recruitment process, **I accept that** it is processed for a period of 6 (six) months and transferred to your group companies, shareholders, legally authorized public and private institutions and organizations for these purposes.

Would you like us to contact you for job opportunities?

Within the scope of my job application, I accept that the Company can access, view, evaluate my resume data for 5 (five) years in order to be evaluated for current and different positions that may be opened in the future, and communicate with me.

“Commitment of Reference”

I undertake that necessary information has been provided/permissions have been obtained for the purpose of contacting the persons I have specified as references for reference checks and sharing the personal data in question with the Company.

Name and Surname:

Date:

Signature: