

ENDOSKOPİ İTHALAT İHRACAT ve DIŞ TİC. LTD.LTD ŞTİ.

INFORMATION NOTICE FOR PROSPECTIVE EMPLOYEES ON THE PROTECTION OF YOUR PERSONAL DATA IN ACCORDANCE WITH THE TURKISH PERSONAL DATA PROTECTION LAW NO 6698

The personal data retained by **Endoskopİ Tic. Ltd. Şti.** ("Company") is under the protection of the Company acting in the capacity of the data controller. The Company takes the necessary technical and administrative measures by using its technological and infrastructural facilities to ensure the safe storage and processing of personal data in accordance with the Personal Data Protection Law No. 6698.

METHOD AND LEGAL GROUNDS FOR THE COLLECTION OF YOUR PERSONAL DATA

We collect your personal data that we request from you as it is required to conclude a labor contract within the framework of the legal relationship intended to establish between the Company and you, under your explicit consent that you have provided verbally, physically or electronically in any form.

In order to conclude a labor contract, we collect your personal data that you have shared on the employment platforms and you provided us through or publish on such platforms due to your job application, based on your preferences to share with 3rd parties.

PURPOSES FOR THE PROCESSING OF YOUR PERSONAL DATA

We process your personal data consisting of your name, surname, contact data, educational background data, work experience data, referenced person data, identity data, financial data, family and relative data and if you consent, video image, association, foundation or union membership, health data, criminal record, photocopy of identity card and driver's license, photo, exemption from military service;

- For the purpose of resume screening for recruitment,
- Inviting the applicants to the interview,
- Assessment of the applicants,
- Nomination of the applicant
- Contacting the applicants
- Contacting reference persons.

We only process your necessary personal data in order to comply with our legal obligations and exercise our rights.

We assure that we will retain your personal data for the maximum period of time specified in the relevant legislation or required for the purpose for which they are processed and for the legal period of limitation in any event.

TRANSFER OF YOUR PERSONAL DATA TO THIRD PARTIES

Your Personal Data is not transferred to 3rd Parties.

YOUR RIGHTS UNDER THE PERSONAL DATA PROTECTION LAW

In accordance with Article 11 of the Law, you have the following rights regarding your personal data;

- To learn whether the company has processed your personal data, if so to request information with respect to this,

- To learn the purpose of personal data processing and whether this data is used for intended purposes,
- to learn whether your personal data has been transferred at home or abroad and to whom it has been shared,
- To request rectification in case personal data are processed incompletely or inaccurately,

You may request the deletion, destruction or anonymization of your personal data under the conditions specified in the Law. Upon receiving your request, we will decide on the best destruction method and you may request information at any time in this respect.

You may request compensation for your damages arising due to the unlawful processing of your personal data,

We strive to conclude your request in your application not later than thirty (30) days depending on the nature of the request, however, if the transaction requires additional costs, the Company may charge you a fee in the tariff set by the Personal Data Protection Board ("Board"). As per the fee tariff, if we respond to your application in writing, we will not charge you up to ten pages but we may charge you with 1 TRY for each page excessing ten-page answer. If we respond to the application in a recording medium such as a CD or flash memory, we may charge a fee equal to the cost of the recording medium.

You are required to submit your application regarding the processing of your personal data via your e-mail address registered with the Company or by sending an email to info@endoskopi.com.tr or complete and sign the application form on the company's website and deliver it in person to our company provided that you prove your identity. We note that additional verification may be requested by the Company to determine whether the application is made by you and thus protect your rights. For example, if you apply via your e-mail address registered with the company, we may contact you using another communication method registered with the company and ask for confirmation of whether the application is made by you.

Explicit Consent Form

In accordance with the Personal Data Protection Law No. 6698, I have been informed about the purpose for which my personal data will be processed by **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**, to whom and for what purpose the personal data processed can be transferred, collection method and legal grounds for the processing of personal data and my other rights listed in Article 11 of the Law.

For the purpose of assessing whether I am eligible for the position I applied for, conducting and finalizing recruitment processes within the framework of human resources policies of **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**, I consent / I do not consent that all my personal data that I provided to the **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**, including the notes taken by the human resources officer is recorded, stored, altered, updated, periodically controlled, reissued, classified by **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**, and that my references contained in my CV and I selected on own will and/or other references reached out personally by the Endoskopi Tic. Ltd. Şti., are phoned by the company's Human Resources Department and that any information/data is received from those concerned about my eligibility for the job, and that such information is recorded by **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**, and that my personal information is shared with the competent authorities by **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.** to comply with the legal obligations, and that my foregoing personal data is retained in the human resources pool of **Endoskopi İthalat İhracat ve Dış Tic. Ltd. Şti.**,

I consent

I do not consent

Name and Surname of the Applicant

Date:

Signature: