

SRP-LEGAL LAW OFFICE PRIVACY NOTICE REGARDING EMPLOYEE CANDIDATES

As SRP-Legal Law Office (“**SRP-Legal**” or “**Office**”), we show the highest level of sensitivity required for the processing of our candidate’s personal data in accordance with the Personal Data Protection Law Numbered 6698 (“**PDP Law**”), its secondary regulations and the Personal Data Protection Board (“**PDP Board**”) Decisions (“**PDP Regulations**”).

This Privacy Notice Regarding Employee Candidates (“**Privacy Notice**”), has been prepared within the scope of personal data processing activities carried out by SRP-Legal as the data controller towards employee candidates, in order to fulfill its obligation to inform, arising from the PDP legislation.

1. Your Personal Data Processed by Our Office

Employee candidates’ identity information (name, surname, date of birth), photo if available in their resume, contact information (address, e-mail address, phone number), professional experience (references, educational status, work experience information, computer skills, foreign language level, certificate and course information) and other information (personality assessment results, military service status, messages sent via e-mail or career sites, cover letters, work experience, education background, latest gross/net salary and benefits, if any, wage expectation, answers to our interview questions about the position applied and information shared by the candidate in his/her resume in line with his/her own initiative) are processed by SRP-Legal in accordance with the PDP legislation.

2. Processing Purposes and Methods of Your Personal Data

We process your personal data in electronic and physical environments, in writing, through automatic or non-automatic methods, in accordance with the PDP legislation in a relevant, limited and measured manner with the purposes of an objective evaluation of your suitability with the requirements of the relevant open position, making an objective comparison between you and the other candidates applying for the same position, evaluating your suitability with our Office culture and ethical values, performing your reference check, presenting an offer specifically prepared for you when the offer stage is reached and communicating with you within the scope of the relevant processes, ensuring the Office security while guarding your fundamental rights and freedoms with the principle of equality, responding to your complaints/request/questions directed to the Office.

Additionally, if you give your explicit consent, we will retain your personal data (your resume) included in this Privacy Notice in accordance with the PDP legislation, in a relevant, limited and measured manner with the purposes of evaluating your suitability for future positions and informing you about future positions.

3. Collection Method and Legal Purpose of Processing Your Personal Data

Your personal data is collected in accordance with the PDP legislation through,

- your applications to the positions we have opened as SRP-legal on the career sites which our Office is a member of (linkedin.com and such platforms) and in the career centers of universities,
- sharing your resume via info@srp-legal.com in our website or through our employees, and
- the personality assessment we will carry out with our external service provider, U2 Danışmanlık Yönetim ve Eğitim Danışmanlığı Hizmetleri Tic. Ltd. Şti. (“**U2 Consulting**”) in recruitment processes.

Your personal data collected through the aforementioned methods are processed based on the evaluation processes that are carried out as the first stage of execution of employment contracts.

Provided that you have given explicit consent, your resume will be retained to be evaluated within the scope of possible future positions, if our assessment is negative for the position you have applied for.

SRP-Legal undertakes that your personal data will not be processed without obtaining explicit consent, except for the purposes listed above.

In any case, your personal data mentioned above will be transferred abroad, upon your explicit consent, within the scope of the operation of the servers and the infrastructure systems of our external service providers abroad.

4. Sharing of Your Personal Data with Third Parties

The private legal entities, whom we share the personal data of our employee candidates, are obligated to process your personal data in connection and limited with the purpose of sharing unless the PDP law stipulates otherwise, and protect your personal data, in accordance with the contracts they executed with SRP-Legal; and are under the supervision of SRP-Legal within the scope of their data processing activity.

4.1. Domestic Sharing

We share your personal data mentioned below in accordance with the PDP legislation:

- Your data collected within the scope of the personality assessment, your identity and contact information are shared with U2 Consultancy, the external service provider, for the purpose of the implementation of the assessment,
- Your personal data collected within the scope of recruitment process is shared, if necessary, with official authorities, organizations and judicial authorities in order to fulfill our legal responsibilities and obligations.

4.2 Cross-border Sharing

Your personal data which is transferred within the scope of the personality assessment mentioned in the article 4.1. above are retained on the secure servers of U2 Consulting that are placed out of Turkey, in accordance with your explicit consent.

5. Protection, Retention and Destruction of Your Personal Data

SRP-Legal has a significant awareness for personal data security and protection of privacy, as these being among its areas of expertise. Accordingly, our Office protects, retains and destroys your personal data, ensuring its security in line with the PDP legislation.

SRP-Legal takes all necessary technical and administrative measures in accordance with the PDP legislation to prevent unauthorized access, incorrect processing, disclosure, alteration/erasure for unlawful reasons, and to ensure the protection and security of the personal data of our employee candidates.

For the candidates who are recruited, the personal data collected within the recruitment process are retained during the term of the employment contract and for 10 years after the termination of contract; for the candidates who are not recruited, the retaining period is for 1 year in line with the explicit consent of the candidates, for the purpose of evaluating the suitability of the candidates for future positions, and in any case

until the candidate revokes his/her explicit consent. Candidate resumes are erased, destroyed or anonymized in accordance with the PDP legislation immediately after the end of the employee candidates' evaluation, if they are not recruited and have not given explicit consent for the retention of their resume.

6. Your Right to Request Information

Under Article 11 of the PDP Law, you can apply to our office **(i)** to be informed whether your personal data are processed or not, **(ii)** to request information if your personal data are processed, **(iii)** to learn the purpose of your data processing and whether this/these data is/are used for intended purposes, **(iv)** to know the third parties to whom your personal data is transferred in Turkey or out of Turkey, **(v)** to request the rectification of the incomplete or inaccurate data, if any, **(vi)** to request the erasure or destruction of your personal data under the conditions laid down in Article 7, **(vii)** to request notification of the operations carried out in compliance with (iv) and (v) to third parties to whom your personal data has been transferred, **(viii)** to object to the processing, exclusively by automatic means you're your personal data, which leads to an unfavorable consequence for you, **(ix)** to request compensation for the damage arising from the processing of your personal data against PDP Law.

If you would like to make an application regarding your rights listed above within the scope of the PDP Law, you can submit your application,

- to Ahi Evran Caddesi, 42 Maslak, A27/8, 34398 Maslak/İstanbul personally, by adding the official documents required for identity verification; or
- to kvk@srp-legal.com, by using registered electronic mail (KEP) address, secure electronic signature, mobile signature, or using the e-mail address registered in SRP-Legal's system, which was previously notified to SRP-Legal by the data subject.

SRP-Legal will finalize the duly made application requests depending on the nature of the request and within 30 (thirty) days at the latest. If the process requires expenditure, the tariff determined by the PDP Board will be applied. If the application request is rejected, the reason/reasons for the rejection will be justified in writing or electronically.

This Privacy Notice may be updated in order to comply with changing conditions and legislation. Our candidates shall be notified regarding the updates to be made by SRP-Legal.

SRP-Legal Law Office