

DECLARATION ON PROCESSING OF PERSONAL DATA OF EMPLOYEE CANDIDATES

Dear Candidates,

This Declaration intends to provide information about the purpose, legal basis to process personal data, personal data collection methods used by us, Bemas Metal San. Ve Tic. A.Ş. as the data controller and with whom we may share your personal data and your rights pursuant to the article 10 of the Personal Data Protection Law no 6698 ("KVKK") and Communiqué on the Principles and Procedures to Fulfil Declaration Requirement.

We do not have an absolute control on the CVs you send to us or on the information you provide on the websites that lead you to us. We recommend you not to share your confidential personal data and personal data that you do not want us to know.

1. Which of Your Personal Data We Process?

- Your name, your birth date and location, gender, marital status and nationality;
- Your e-mail address, address, cell phone number;
- Information about your health if you have included in your CV (such as your disability);
- Your education, other certificates and documents you may have, your expertise, the languages you know, your skills, seminars and courses you have participated, your computer skills and literacy, your exam result;
- Information about your professional experience (for example; companies and industries that you have worked for, your positions, responsibilities, your salaries);
- Your photo;
- Driving license information;
- Your hobbies;
- Your expectations about salary;
- Whether you have completed your military service,
- Reference information (reference person's name, title, company, contact information),
- Other information which you can add in your CV but we cannot foresee now.

are processed in accordance with the KVKK.

Your data may be retained by Bemas Metal San. Ve Tic. A.Ş. up to 1 year if your job application is not accepted or if accepted up to 10 years after your employment contract is terminated .

2. For What Purposes We Process Your Personal Data?

Your above mentioned personal data is processed for the following purposes to execute this Employment Contract:

- To manage your job application process,
- To contact with you,
- To determine whether you have the sufficient qualifications required for the position we will propose to you,
- To contact with the people who can provide reference for you to determine whether you are suitable for the position,

- To obtain information such as the position you are applying for, your expectation for salary, whether you can accept to work in other positions and the date you can start working,
- To understand whether you can use company cars should the need arises,
- To determine whether you are at the right age for the position you are applying for to comply with the Regulation on the principles and procedures for the employment of children and young persons.
- To enable our human resources department to remember you when you come back for interview,
- To contact with the employee candidate and prepare personnel file if the person is accepted for the position,
- To determine whether you have anything that can interfere and disrupt your work during your employment contract and comply with the article 75 of the Military Penal Code no 1632.

3. With What Methods and for What Legal Reasons do we Process Your Personal Data?

Your personal data is processed through automatic (for example sent to us automatically online) or non-automatic means (for example we note down the information you give us on the phone) in accordance with the following provisions in the article 5 in the Law: (i) "Data processing must be done in order for us as the data controller to fulfil our legal obligations" (ii) "Data processing must be done for the legitimate interests of the Data Controller provided that no harm is inflicted on the basic rights and freedom of the data subject" (iii) "Data processing is required provided that this is directly related with the establishment or execution of an agreement" (iv) "Explicit consent is obtained".

4. With Whom and on What Legal Basis We Share your Data?

Your personal data may be shared with law enforcement officers or other legal authorities in order to solve legal disputes, or as required by law.

5. What are your Rights About Processing of Your Personal Data and How can You Exercise your rights?

You can send your request to exercise your rights set forth in the article 11 of the KVKK in accordance with the article 5 of the Communiqué on the procedures and principles for Application of Data Controller to Bemas Metal San. Ve Tic. A.Ş. in writing or via registered e-mail, secure electronic signature, mobile signature or by using the electronic mail address sent by the data subject and registered in the system of the data controller. There is an Application Form available on our website to provide you information and for convenience purposes. [Click to view the form](#)