

CLARIFICATION TEXT FOR THE EMPLOYEE CANDIDATES

This clarification text ("**Text**") aims to clarify the candidate applying to Erdem & Erdem Ortak Avukatlık Bürosu and Erdem & Erdem Danışmanlık A.Ş. ("**E&E**") regarding the processing of their Personal Data by E&E within the scope of the Law on Protection of Personal Data No. 6698 ("**KVKK**") and the relevant legislation.

Data Processing Activity and Scope

Your personal data shared with E&E or given during the job interview, especially the identity, communication, professional experience, reference information included in the resume, CV, accompanying documents, and your photos and video records taken for security reasons are being processed by E&E in physical and / or electronic media without your explicit consent on the grounds that,

- It is clearly stipulated in the Labor Law, the Occupational Health and Safety Law, the Turkish Code of Obligations and other relevant laws and it is mandatory for E&E to fulfill its legal obligations arisen from these laws,
- It is necessary to process the personal data of the contract parties, provided that it is directly related to the establishment or execution of the employment contract,
- Data processing is mandatory for the legitimate interests of E&E, provided that it does not harm your fundamental rights and freedoms, and
- The personal data has already been publicized by yourself.

The Personal Data collected in this procedure is processed through automatic and non-automatic methods for the purposes of conducting communication activities, implementing human resources policies and procedures, conducting candidate selection & placement processes, ensuring information security and physical space security. E&E does not transfer your personal data to third parties residing in the country in any way or under no circumstances.

In addition, *in the presence of your explicit consent*, your personal data is stored physically and/or electronically in order to meet the future workforce needs, processed by automatic and non-automatic methods, and is not transferred to third parties residing in the country in any way or under no circumstances.

Due to communication via e-mail or meeting through online meeting applications, your above-mentioned personal data is stored in databases of e-mail service (Microsoft Outlook) and online meeting service (Zoom or Microsoft Teams) providers located abroad. Apart from this, your personal data is not shared with any other third party residing abroad.

E&E stores your personal data which is processed in an accurate and up-to-date manner within the current technological methods, limited to the time required by the data processing purpose and / or in accordance with the legal retention periods and takes appropriate security measures to protect.

Your Rights as Data Owner

Within the scope of Article 11 of KVKK, you have the rights of **i)** ascertaining whether your personal data is processed or not; **ii)** requesting information related to the processed personal data, if processed; **iii)** ascertaining the purpose of processing your personal data, and whether this data is used in compliance with the(se) purpose(s); **iv)** identifying third parties to whom your personal data is transferred within the country or abroad; **v)** requesting rectification if your personal data is processed in an unsatisfactory or inaccurate manner; **vi)** requesting erasure or destruction of your personal data in the event that the purpose(s) requiring the processing of your personal data disappear and there is no legal obstacle within the framework of Article 7 of the Law; **vii)** requesting to send notification to the third parties to whom the personal data had been transferred in case of any correction or deletion / destruction / anonymization; **viii)** objecting to the processing of your personal data, exclusively through automatic means, which results to an unfavorable consequence against you and **ix)** claiming compensation for the damages due to the unlawful processing of your personal data.

In order to exercise the afore-mentioned rights, you shall convey the requests in writing, along with the information that will enable identification, to E&E through the following means of communication:

- a.** via e-mail to istanbul@erdem-erdem.av.tr ; or
- b.** via mail to the address “*Ferko Signature, Büyükdere Caddesi, No. 175, Kat. 3, 34394 Esentepe - Şişli, İstanbul*”.