**CLARIFICATION TEXT ON PERSONAL DATA PROCESSING**

**FOR EMPLOYEE / INTERN CANDIDATES**

This Clarification Text has been prepared pursuant to Article 10 of the Law on Protection of Personal Data numbered 6698 (“**KVKK**”) and the Communiqué on Principles and Procedures to be Followed to Fulfill the Obligation to Inform.

**Who is the Data Controller?**

SST Teknoloji A.Ş. (“**Company**”) located at the address Küçükbakkalköy Mah. Kayışdağı Cad. No:1 Allianz Plaza K:28 Ataşehir/Istanbul which has contracted the Employee Candidate / Intern Candidate (“**Candidate**”) for a job interview.

**What is the Purpose and Legal Grounds for Processing Your Personal Data?**

The Candidate’s personal data written below may be processed by the Company based on the purposes written below and the legal reasons written below due to his/her job application and/or as the Company’s human resources department has contacted the Candidate for an interview.

In absence of legal grounds stipulated in Article 5/2 and 6/3 of the KVKK, the Candidate’s personal data may only be processed based on his/her explicit consent. The Candidate may always withdraw his/her consent.

The Company will process the Candidate’s personal data obtained from the Candidate through face-to-face and/or online interviews for the purposes of evaluating the Candidate’s suitability and conducting the Candidate's job application processes.

The Company may process notes, including the interview notes consisting of the information learned by the Company during the interview of the Candidate, for the legitimate purposes described above. The Company may also share these notes with group companies, branches, affliates and/or directors thereof within the scope of legitimate purposes as stipulated by the legislation on the protection of personal data, directly or through any written/verbal/electronic media (e-mail and, if express consent is given, Microsoft Teams internal integrated communication system). In addition, due to the information technologies used by the Company, with the Candidate’s explicit consent, such data may be transferred to foreign servers or to the cloud in cases where cloud computing is used.

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| **Data Category and the Personal Data Processed** | **Purpose(s) for Processing** | **Legal Ground for Processing** |
| **ID Information** (Name, Surname, Date/Place of birth, Signature and Other ID information stated by the Candidate), **Contact Information** (Telephone no, Address, E-mail address), **Personnel Information** (Military service information, information in their CV, Work experience and Other information stated by the Candidate), **and Work Experience Information** (Foreign languages known, Educational / Occupational background, Educational status, Certificate and diploma information and Other work information stated by the Candidate), Physical Security Media (CCTV), **Financial Information** (Salary expectation, if the Candidate states it his/her previous or current salary) **Special Categories of Personal Data** (Criminal records, disability, and other health information stated by the Candidate) **Reference Information** (Name, Surname, Title, Workplace, E-mail Address, Telephone Number)  | Conducting Employee / Intern Candidate Recruitment and Onboarding Processes, Conducting Activities in line with the Legislation, Conducting Communication Activities, Planning of Human Resources Policies and Processes, Conducting Interviews, Execution / Inspection of Business Activities, Executing Storage and Archive Activities | Clearly provided for by the laws, Conclusion or fulfilment of a contract, Mandatory for the data controller to be able to perform its legal obligations, Mandatory for the legitimate interests of the controller, provided that this processing shall not violate the fundamental rights and freedoms of the Candidate, Data made available to the public by the Candidate, Explicit consent |

**To Whom and For What Purposes Can Your Personal Data Be Transferred?**

Personal Data be transferred to legally authorized agencies and the Company’s branches, group companies, affiailiates and business partners within the framework of the conditions and purposes for processing personal data outlined in Article 8 and Article 9 of the KVKK in order to fulfill its legal obligations.

Personal Data may be transferred to and the Company’s foreign group companies and/or affiliates based on the Candidate’s explicit consent.

**Method for Collecting Personal Data and its Retention Period**

Personal Data collected during the employment process will be processed and acquired in any written or electronic format in line with the purposes outlined above or based on the Candidate’s explicit consent and stored in databases locally and/or abroad (Microsoft Azure in Holland, West Europe).

Personal Data will be kept during the period stated in the relevant legislation or the term necessary for the processing purposes. Personal Data will be deleted, destroyed or anonymized ex officio or upon the Candidate’s request, in case the legal grounds requiring data processing are eliminated.

**Rights Determined in Article 11 of the KVKK and Methods to Contact the Company**

As a data subject, the Candidate has the following rights in accordance with Article 11 of the KVKK:

* Find out whether or not personal data has been processed,
* Request information about the processing of personal data if it has occurred,
* Find out the purpose of processing the personal data and whether or not it was processed for this purpose,
* Know third parties to whom personal data was transferred either domestically or abroad,
* Request that personal data processed incorrectly or incompletely be corrected and request that third parties to whom the transaction in correction was made are informed,
* Request that personal data be erased or destroyed if the reasons that required processing no longer apply in spite of the fact that it was processed in accordance with the provisions of the PPDL or other applicable legislation, and request that third parties to whom personal data was transferred as part of this process be informed,
* Object to any unfavorable consequences arising from the analysis of processed data via exclusively automatic systems,
* Request remedy of damages if they incur losses due to the unlawful processing of personal data.

The Candidate may transmit his/her applications and requests regarding personal data to the Company through the Data Subject Application Form found at www.ssttek.com. Requests shall be answered by the Company within 30 days at the latest following its receipt. However, if a charge is specified by the Personal Data Protection Board, the cost on the fee schedule specified shall be collected by the Company.

**EXPLICIT CONSENT RELATING TO PERSONAL DATA PROCESSING**

**By responding to the message containing the Clarification Text as “I accept”, “I consent” etc., you state that you have read and understood this Clarification Text and you are giving your explicit consent for the Company to process, retain your special categories of personal data written above for the job application processes and for your Personal Data to transferred abroad in line with the purposes written above within the scope of the Clarification Text.**

**The Company may contact your reference(s) so please make that you have given them the necessary information / obtained consent for their personal data to be processed by the Company**.