

## Employee Candidate Clarification Text

### Dear Employee Candidate,

The Data Controller, Tempo Metal Aksesuar Sanayi ve Ticaret A.Ş. may hereinafter be referred to as "the Company" or "Tempo Metal". We would like to tell you how and for what purposes we will process your personal data. We process your personal data specified below; in accordance with the law and good faith, by maintaining the accuracy of the personal data you share and the most up-to-date version as you have notified us; for specific, explicit and lawful purposes; in connection with the purpose for which they will be processed, limited and measured; by storing them for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

### 1. Which Personal Data Do We Process?

The table below shows which personal data you will share with us. The category name and content of your personal data are as in the table.

CATEGORY NAME	PERSONAL DATA CONTENT
Identity Data	Name, surname, Turkish ID number, date of birth, place of birth, gender, marital status, nationality
Communication Data	Telephone number, street address, e-mail address
Sensitive Personal Data	Association/foundation memberships, disability status, blood type, smoking, some health questions in your CV
Education Data	Educational background, diploma information, certificates, foreign language information, other educational information, personal skills, seminars attended, courses taken, competence in using computers and software, etc.
Work Experience Data	Work experience, titles, employment status, etc.
Audiovisual Data	Photographs, videos, camera records of a real person
Other Personal Data Processed	Hobbies, salary information or expectation, skills, military service status, reference information, name, surname, title, workplace, telephone number of the referenced person, all kinds of pdf, powerpoint, word, excel etc. format presentation files attached to the CV

### 2. How and For What Reasons Do We Collect Your Personal Data?

We collect your personal data that we request from you because it is necessary for the establishment of an employment contract within the framework of the legal relationship that is intended to be established between you and the Company, or that you personally transmit during your application or that you prefer to share in other texts, through your verbal, physical or electronic transmission to us, and if you indicate a reference person, by obtaining information from these persons due to the legitimate interest of the Company, or by obtaining information from the representatives of the workplace where you worked before your application and/or through the e-mails of Company employees and human resources consultancy firms.

We collect your personal data that you share with the private employment agency on career network platforms through your job application to us through these platforms or your preferences to share the information you publish on these platforms with third parties through these platforms and also through the forms filled out on the websites because it is necessary for the establishment of an employment contract.

In order to ensure the security of the Company and your safety here, we collect your visual data through the cameras we place in the Company. We collect and process your personal data automatically through digital, electronic systems or printed documents such as resumes.

### 3. What are the Purposes of Processing Your Personal Data?

Your personal data mentioned above is processed for the following purposes as it is necessary for the establishment of an employment contract within the framework of the employee candidate-employer candidate legal relationship established between the Company and the Employee Candidate:

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- Recruiting new staff, examining candidates and identifying the new candidate to be recruited
- Confirming the data and information about you with the reference persons you have included in your CV
- Verifying how well you match the position and saving your CV information for future confirmation
- Ensuring occupational health and safety
- Ensuring the entrance and exit of the company headquarters
- Carrying out reception works and informing the Human Resources Department

Your personal data will be retained for the maximum period specified in the relevant legislation or required for the purpose for which they are processed, and in any case for the statutory statute of limitations.

## 1. What is Sensitive Personal Data? About Your Sensitive Personal Data

**Sensitive personal data:** Data on race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and dress, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.

The information you share with us in your CV may contain your sensitive personal data. Within the scope of LPPD, your race, ethnic origin, political opinion, philosophical belief, religious, sectarian or other beliefs, appearance and dress, membership to associations, foundations or trade unions, your health, marital status, sexual life (female, male, etc.), criminal conviction, if any, and security measures against you, as well as your biometric and genetic data are your sensitive data. You have the right not to share your sensitive personal data unless we ask you not to. Your personal data that you have shared with your own free will is used by our different units within the Company in accordance with the operational purposes of these units in order to ensure that your CV application can be evaluated. In the event that you are recommended, the information may be shared among our departments in order to confirm the information with the referenced persons and for department managers to conduct interviews with Employee Candidates. Your personal data is processed for the purposes stated above. Within legal frameworks, your sensitive personal data may be shared with our lawyers and courts upon request in order to exercise our right to defense.

## 2. Is Your Personal Data Shared with Third Parties in the Country?

The Company, in its capacity as Data Controller, asks the personal data of the employee candidates it processes to the persons who are referred when necessary. The aim here is to verify the accuracy of the information provided in the CV, to determine the employee candidate's aptitude and skills for the job and to create a productive working environment. In case of request, your data may be transferred to law enforcement agencies with legal authority, other authorized public institutions and courts within the scope of our legal obligations. Your image recordings from the cameras installed in our company are processed by us in accordance with life safety, occupational safety and occupational health.

## 3. How Long Is Your Personal Data Stored?

Your personal data and sensitive personal data will be retained for the period of time specified in the relevant legislation or required for the purpose for which they are processed and in any case for the statutory statute of limitations. Expired personal data will be securely destroyed. Destruction methods are defined in the LPPD Personal Data Security Management System we have established. CVs of candidates who are not hired are destroyed at the end of 6 months.

## 7. What Are Your Rights Regarding Your Personal Data?

Pursuant to Article 11 of the Law on the Protection of Personal Data numbered 6698, you may make the following requests regarding your personal data in person, provided that you prove your identity:

- To learn whether personal data about them is being processed,
- To request information if their personal data has been processed,
- To learn the purpose of processing personal data and whether they are used for their intended purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the Law and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,

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- A person has the right to object to the occurrence of a result to the detriment of the person himself/herself by analyzing the processed data exclusively through automated systems and to demand the compensation of the damage in case of damage due to unlawful processing of personal data.

Your personal data will be deleted after 6 months if you are not hired.

### **1.Communication with the Relevant Person within the Scope of the Law No. 6698 on the Protection of Personal Data**

Requests for the use of such rights can be submitted by personal data owners, data subjects by the methods specified in the legislation on the Processing and Protection of Personal Data within the Scope of Law No. 6698 on the LPPD/GDPR page at <https://www.timaytempo.com/>. Tempo Metal will evaluate the requests of the relevant persons and finalize them within 30 days. As a relevant person, you can make your requests regarding Law No. 6698 through the information on our LPPD/GDPR page.

### **About Exercising the Right of Non-Acceptance and Cancellation**

Within the scope of Law No. 6698, you can contact us via the information on our LPPD/GDPR page or from our contact information below for all your questions and opinions regarding the use of personal data. With the explanations we have made above, we have informed you and fulfilled our Disclosure Obligation. You can send us your requests for deletion, updating, anonymization, destruction or other legal requests regarding your personal data via the Data Subject Application Form. As the data subject, you will be responded to as soon as possible or within thirty (30) days at the latest or within the legal periods in accordance with the Law on the Protection of Personal Data numbered 6698.

### **Data Controller Contact Information**

**Data Controller :** Tempo Metal Aksesuar Sanayi ve Ticaret A.Ş.

**Our Address:** Orta Mahalle Topkapı Maltepe Caddesi Silkar Plaza No:6 Kat:2 Bayrampaşa İstanbul

**E-mail:** [kverilerim@timaytempo.com](mailto:kverilerim@timaytempo.com)

**REM:** [tempometal@hs03.kep.tr](mailto:tempometal@hs03.kep.tr)

**Contact link:** [www.timaytempo.com](http://www.timaytempo.com)