

Clarification Notice on the Protection of Personal Data for Job Applicants of TeleDiyalog

Dear job applicant of BORA KÜÇÜK TELEDİYALOG COMMUNICATION (in short “TeleDiyalog”), when you apply for a job at TeleDiyalog we use your personal information. This clarification notice has been prepared to inform our job applicants — who are in the position of data owner / data subject — about how we use your personal information. If you have difficulty reading or understanding this clarification notice, please ask for help, because it is important that you understand its content. We would always like to get in touch with enthusiastic people who have experience in the field of general-application call-centre customer representation or who wish to build a career in the call-centre sector. If you work in a results-oriented way and believe you can overcome challenges in a rapidly changing environment, we would like to meet with you. Whether or not it relates to an application for a specific job posting, you may send your curriculum vitae by courier to the address below:

Barbaros Mah. Halk Cad. Kardelen Sok. No: 2 Kat: 9 D: 34 PK: 34746 Ataşehir/İSTANBUL — Or you may send your application by e-mail: ik@telediyalog.com

Contact Information

The company that collects your data in the capacity of Data Controller:

BORA KÜÇÜK TELEDİYALOG COMMUNICATION, Barbaros Mah. Halk Cad. Kardelen Sok. No: 2 Kat: 9 D: 34 PK: 34746 Ataşehir/İSTANBUL

Which of Your Personal Data Do We Process and for Which Purposes?

The personal data that you may share with us, or that may become subject to processing where necessary, are as follows:

Identity Data

In order to establish our employment relationship, we collect and process all personal data on your identity document that we obtain from you, such as name, surname, date of birth, place of birth and marital status.

Contact Data

In order to be able to contact you, we request and process contact information including your address, telephone number and e-mail address.

Visual Data

If included in your CV, we obtain and process the visual data contained in your photographs.

Special-Category Personal Data

Special-category personal data that you have stated in the CVs you provide to us — such as association/foundation memberships, disability status or whether you have a criminal record — are collected. Data concerning you such as disability, occupational disease, work accident and maternity leave are processed on the ground that they are “mandatory for the fulfilment of legal obligations in the fields of employment, occupational health and safety, social security, social services and social assistance”. If, for the position you have applied for, your data on whether you have a judicial record must be processed by law, we process your data on the ground that it is expressly provided for in the laws.

Education Data

Within the scope of the recruitment process, in order to carry out an assessment, we process the education data in your CV, such as the schools you attended, your foreign-language knowledge, your knowledge of communication technologies, and the seminars and courses you have attended.

Employment Data

In order to conduct the recruitment process, we process the employment data in your CV, including your previous workplaces and positions.

Reference-Person Data

In order to assess job applications, the reference-person data you provide in your CV are processed. Please make sure that you have informed the persons you have named as references.

Other Data

In order to organise your start date and your training, we request and process your military-service status. Data other than your special-category personal data are collected on the legal ground that “it is necessary to process personal data belonging to the parties of a contract, provided that it is directly related to the establishment or performance of that contract”.

How and for Which Reasons Do We Collect Your Personal Data?

When you apply to work for us, in order to assess whether we will establish an employment relationship with you, we collect your personal data — directly by e-mail, through various career portals, through the job-application form provided to you by us, or through the CVs forwarded by the human-resources firms we work with — within the scope of the purpose of being able to establish a contract between us. Likewise, in order to assess your job applications, we collect the personal data conveyed to us through our conversations with any reference persons you have named, in line with our legitimate interest in assessing whether you are suitable for the job.

For Which Purposes Do We Process Your Personal Data?

Your personal data are processed by the Company for the purposes and reasons set out below:

- Carrying out and recording recruitment processes;
- During job interviews, researching, observing and recording the experience, education level and competencies declared by the person;
- Determining whether the job applicant to be employed has the education, qualifications and skills appropriate to the working conditions of the relevant department in which they will be assigned in our Company;
- Obtaining references about job applicants in line with their requests;
- Determining the suitability of your health for the job if employment takes place at the end of the interview;
- If employment does not take place at the end of the interview, inviting the applicant for an interview for a suitable position in the future;
- If the job applicant is found suitable, organising the start date and training.

Persons applying for a position at TeleDiyalog

When you submit an application to be assessed for a job position, TeleDiyalog processes your personal information. The purpose of processing your personal data is to carry out a preliminary assessment of your suitability for the position you applied for and for positions suitable for you. TeleDiyalog does not share your personal information with third parties during the preliminary assessment. Unless we continue to assess your job application for a position at TeleDiyalog, or unless we obtain your consent to retain it for a longer period (up to a maximum of 1 year), we delete job applications and related information within 6 months at the latest.

Persons assessed for a position at TeleDiyalog

If you have been selected in the preliminary assessment, TeleDiyalog processes your personal information in order to reach a final decision on whether the position will be offered to you and thus whether an employment contract will be entered into. At the end of the assessment process, before offering a position at TeleDiyalog, we obtain references from a former employer of yours and may carry out a personal-profile analysis in order to better assess whether you and the position are a good match. Unless expressly agreed with you, references are deleted by both you and TeleDiyalog after the final decision has been made. You may at any time request the deletion of the references or the personal-profile analysis. We do not share your references with third parties except in situations where legal issues may arise. We may search for you on search engines such as Google and Bing, and publicly available information may be part of the assessment. Please note that information made public on services such as Facebook, Pinterest,

LinkedIn and other social media is generally included in the search results of the search engines used, and may therefore be included in the assessment.

Sharing of Your Personal Data with Third Parties in Turkey or Abroad

In the event of a request, your data may be transferred to courts within the scope of our legal obligations and, if requested within the framework of lawful requests and decisions, to public institutions and organisations. In the event of a dispute, your personal data may be shared with our lawyers so that our right of defence can be exercised. Your personal data are shared with the persons you have named as references for the purpose of confirming matters with them. Because the servers of certain electronic systems we use as TeleDiyalog are located abroad, your personal data are transferred abroad by being recorded in those systems. When transferring personal data from Turkey to a third country outside Turkey, TeleDiyalog uses standard contracts, which are one of the appropriate safeguard methods provided for in the KVKK. The standard contracts signed by TeleDiyalog with the third-party recipients to whom your personal data are transferred are intended to enable personal data to be processed in other countries as well under the conditions provided by the KVKK. You may request detailed information about the standard contracts signed by TeleDiyalog by using the application methods set out in this Clarification Notice.

Your Rights Under the Law on the Protection of Personal Data No. 6698 (“KVKK”)

Pursuant to Article 11 of the KVKK, provided that you prove your identity in person, in relation to your personal data you may:

- Learn whether we process personal data about you, and if we process or have processed it, request information about it;
- Learn the purpose of processing your personal data and whether they are used in accordance with that purpose;
- Learn whether your personal data are transferred domestically or abroad and to whom they are transferred;
- Request the correction of your inaccurate and incomplete personal data and the notification of the recipients to whom these data have been or may have been transferred;
- Request the destruction (erasure, elimination or anonymisation) of your personal data within the framework of the conditions provided for in Article 7 of the KVKK. However, we will assess your destruction request and decide which method is appropriate according to the circumstances of the specific case. In this context, you may at any time request information from us as to why we chose the destruction method we selected;
- Request that the third parties to whom your personal data have been or may be transferred be informed about your destruction request;

- Object to the results of an analysis of your personal data created exclusively by means of an automated system if these results are contrary to your interests;
- Request compensation for damage in the event that you suffer damage due to the unlawful processing of your personal data.

The requests in your application will be concluded free of charge within thirty (30) days at the latest, depending on the nature of the request.

However, if the transaction requires an additional cost for the Company, the fee in the tariff determined in the Communiqué on the Procedures and Principles of Application to the Data Controller, issued by the Personal Data Protection Board, may be charged. You may submit your application regarding matters relating to the processing of your personal data by filling in the application form on the Company's website, or in the following ways, provided that you comply with the conditions in Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller:

- Application by Post or in Person: The Applicant may apply in person or by post to BORA KÜÇÜK TELEDİYALOG COMMUNICATION, Barbaros Mah. Halk Cad. Kardelen Sok. No: 2 Kat: 9 D: 34 PK: 34746 Ataşehir/İSTANBUL, together with the completed and signed application form and documents proving their identity.
- Application via Registered Electronic Mail (KEP): The Applicant may apply by signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sending it to the bora.kucuk@hs01.kep.tr address.
- Application by Electronic Mail Using a Mobile Signature or Secure Electronic Signature: The Applicant may apply by sending an e-mail to ik@telediyalog.com with a petition signed with a mobile signature or secure electronic signature, or, if they wish, by completing the "Application Form".
- Application by Electronic Mail Using the Electronic Mail Address Registered in the Data Controller's System: The data subject may apply by sending an electronic mail to ik@telediyalog.com using the electronic mail address previously notified to the data controller and registered in the data controller's system. In this application, depending on the subject of the request, TeleDiyalog reserves the right to request additional identity verification. Depending on the nature of your request and your application method, the Company may request additional verifications (such as sending a message to your registered telephone or calling you) in order to determine whether the application belongs to you and thus to protect your rights. For example, if you apply through your e-mail address registered with the Company, we may reach you using another contact method registered with the Company and request confirmation of whether the application belongs to you.