

**KONYA KAĞIT SAN. VE TİC. A.Ş.**

**EMPLOYEE CANDIDATE CLARIFICATION TEXT**

This disclosure text has been prepared by Konya Kağıt San. ve Tic. A.Ş. ("Konya Kağıt") as the data controller within the scope of Article 10 of the Law No. 6698 on the Protection of Personal Data ("Law") and the Communiqué on the Procedures and Principles to be Followed in Fulfilment of the Disclosure Obligation.

<b>MERSİS Number:</b> 0872 0066 4560 0026
<b>Address:</b> Büyükkayacık Mah. O.S.B. Vezirköy Cad. No:1 42160 Selçuklu/KONYA
<b>Telephone:</b> 0 332 239 00 54 <b>E-mail:</b> kagit_info@konyakagit.com.tr

Konya Kağıt processes the personal data of candidate employees for the legal reasons and purposes specified in the table below.

<b>Personal Data</b>	<b>Purpose of Processing</b>	<b>Legal Grounds</b>
Name, Surname, Age, Driving Licence Status	Determination and Evaluation of Training / Qualifications / Skills Required for Job Conditions, Evaluation of Applications of Employee Candidates and Execution of Application Processes, Execution of Occupational Health and Safety Activities, Planning of Human Resources Processes, Execution of Storage and Archive Activities, Providing Information to Authorised Persons, Institutions and Organisations	Data processing is mandatory for the establishment, exercise or protection of a right
E-mail Address, Telephone No	Carrying out communication activities, providing information to authorised persons, institutions and organisations	
Education Information (Graduated School, Department and Graduation Information, Continuing School Information), Foreign Language Levels, Computer Information, Computer Programmes (Microsoft Office, Autocad, Solidworks, Netsis) Information, Tools and Equipment Used	Evaluating the Suitability for the Requested Position, Determining and Evaluating the Education / Qualifications / Skills Required for the Job Conditions, Evaluating the Applications of Employee Candidates and Execution of Application Processes, Planning Human Resources Processes, Execution of Storage and Archive Activities,	
Work Experience (Workplace name, Position, Entry and Exit Date), Area of Expertise, Desired Position, Second Degree Desired Position	Providing Information to Authorised Persons, Institutions and Organisations	
Reference Information	Evaluating the Suitability for the Requested Position, Determining and Evaluating the Education / Qualifications / Skills Required for the Job Conditions, Contacting the	Data Processing is Mandatory for the Legitimate Interests of the Data Controller,

	Reference Persons to Confirm the Information, Evaluating the Applications of Employee Candidates and Executing the Application Processes	provided that it does not harm the Fundamental Rights and Freedoms of the Data Subject
Military Service Status, Postponement Date	Evaluating the Applications of Employee Candidates and Executing the Application Processes Due to the Obligation of the Employer to Consider the Military Status of the Personnel to be Employed by the Employer in accordance with the Military Service Law	Data Processing is Mandatory for the Legitimate Interests of the Data Controller, Provided that it is Explicitly Stipulated in the Laws and provided that it does not harm the Fundamental Rights and Freedoms of the Data Subject
Wage Expectation	Determination of Employee Wage, Evaluation of Employee Candidate Applications	Data processing is mandatory for the establishment, exercise or protection of a right
Date of commencement of work	Ensuring the Continuity of Business Processes	Being Mandatory for the Data Controller to Fulfil its Legal Obligation
Reason for the desire to work in Konya Kağıt	Evaluating the Applications of Employee Candidates and Execution of Application Processes	
Previous Application Information on Konya Kağıt		
Signature Information, Application Date	Providing Proof in Matters Where the Employer Has the Burden of Proof, Providing Information to Authorised Persons / Institutions / Organisations	

We may share all your personal data obtained with the competent public institutions and organisations in order to fulfil our obligations arising from the legislation, as well as with our lawyer, competent judicial authorities and administrative institutions in order to exercise our litigation and defence rights.

Your processed personal data are processed by non-automatic methods in the form of form filling in physical environments.

You have the following rights regarding your processed personal data in accordance with Article 11 of the Personal Data Protection Law No. 6698:

- To learn whether your personal data is processed by applying to our company and to request information if your personal data has been processed,
- To learn whether your personal data has been processed or not, and if processed, to request information about it,
- To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To learn the third parties to whom your personal data is transferred domestically or abroad,
- To request correction of your personal data in case of incomplete or incorrect processing,

- To request the deletion or destruction of your personal data within the conditions stipulated in Article 7 of the Law No. 6698 on the Protection of Personal Data,
- In the event that your personal data is deleted or destroyed for the above reasons, to request information to be given to third parties to whom they are transferred,
- Object to the occurrence of a result to your detriment by analysing your processed personal data exclusively through automated systems,
- In case you suffer damage due to unlawful processing of your personal data, to request compensation for your damage.

When exercising your above rights, if the transaction requires an additional cost, a fee will be charged in accordance with the relevant legislation.

Pursuant to Article 11 of Law No. 6698, you can make your requests by submitting the Application Form in the Personal Data Protection menu of the website [www.konyakagit.com.tr](http://www.konyakagit.com.tr) to Konya Kağıt by using one of the communication channels in the application form or by sending it to the company address by mail.

**Konya Kağıt**

#### **DECLARATION OF INFORMATION**

I hereby declare that I have been informed about all the issues described above, that I have read and understood the Konya Kağıt Employee Candidate Clarification Text and that I am aware of my rights under Article 11 of Law No. 6698.

**Data Owner Name Surname:**.....

**Date:** ..../...../.....

**Signature:**

#### **REFERENCE UNDERTAKING**

I declare that my references are informed that they will be contacted within the scope of the business relationship, that your company is authorised to communicate with my references and that they consent to this communication.

**Name Surname:**.....

**Date:** ..../...../.....

**Signature:**