

# **INFORMATIVE TEXT REGARDING THE PROCESSING OF PERSONAL DATA OF EMPLOYEE CANDIDATES**

## **I. Data Controller**

Pursuant to the Law no. 6698 on Protection of Personal Data (the “Law”), your personal data are processed by **SNI TEKNOLOJİ HİZMETLERİ A.Ş.** (“SNI” or the “Company”) as data controller within the scope described below.

## **II. Methods and Legal Reasons for Collection of Personal Data**

Our Company processes personal data collected directly from employee candidates, or from online CV sharing platforms, the interviews held and the test results sent by our Company within the scope of the period during which the relevant employee candidate is evaluated in terms of eligibility for the position, or the data obtained or acquired audio-visually, electronically or in written form via e-mails, mails, fax and other means of communication, in accordance with the data processing conditions specified in the Law and in line with the purposes specified below, including, particularly, the purposes of management and execution of the job application process, and the planning and execution of the human resources process.

Your personal data are processed for the legal reasons such as the requirement for the processing of your personal data (e.g. data processing due to the pre-contractual negotiation period), any possible cases where we are required to fulfil our legal obligations, your explicit consent that we have obtained from you when necessary (e.g. in relation to the special categories of personal data that you have shared with us and provided in your curriculum vitae), the execution of the processes stipulated in the laws, fulfilment of the Company’s legal obligations under the relevant legislation, conclusion and implementation of the employment contract likely to be signed between you and the Company, or for allowing the Company to ensure and safeguard its legitimate interests while always prioritizing your rights (e.g. holding interviews for placement of the most eligible candidate for the most appropriate position), providing that such purposes are directly related with the establishment of a contractual relationship with you or the fulfilment of our performance obligations arising from this contract.

## **III. Purposes of Processing of Personal Data**

Your personal data specified above may be processed for the following purposes for which you have provided us with your data:

- The basic purposes of Planning and Execution of Human Resources Processes, Execution of Employee Candidate/Trainee/Student Selection and Placement Processes, Execution of Employee Candidate Application Processes, and the Planning and Execution of the Activities for Performance of Efficacy/Efficiency and/or Suitability Analyses of Business and Job Activities;

- Execution and finalization of the recruitment processes within the framework of the evaluation of your job application request and your eligibility for the relevant position and contacting you or the persons that you have notified to us as your references and confirmation of the accuracy of the details you have shared with us, investigating, observing and recording the experiences, educational background and competences that the candidate has declared during job interviews, the determination of the availability of education/training, qualifications and skills meeting the job requirements of the relevant department where the employee candidate will be employed, identification of special risks in terms of job-related specific functions, assessment for any possible future positions in the upcoming periods in case of a negative result of the job interview, determination of the wage details and scale, establishing communication, as well as the purposes within the scope of the planning and execution of our Company's human resources policies and processes such as execution of staffing processes, the follow-up of repeated applications, fulfilment of the obligations for company employees arising from employment contracts and/or applicable legislation, the planning and execution of fringe benefits and interests for employees, and the planning and execution of talent-career development activities.

#### **IV. Transfer of Personal Data**

Our Company pays due attention and diligence to ensure that your personal data are processed in line with "need to know" and "need to use" principles, and by ensuring necessary data minimization and by taking necessary technical and organizational security measures. Since the execution or audit of business activities, ensuring business continuity, and the operation of digital infrastructures require continuous data flow with different stakeholders; we have to transfer the personal data that we process to the third persons for specific purposes.

Your personal data may, for the purpose of and providing to be limited with the achievement of the aforementioned purposes, be shared with and processed at home and abroad by our shareholders, business partners, affiliates and subsidiaries and holding companies; the companies **SNI BİLİŞİM TEKNOLOJİ SANAYİ VE TİCARET A.Ş.** and **RİDVAN YİĞİT MINDLAB TEKNOLOJİ** with which we have a special business partnership and their shareholders for the purposes of execution and audit of business activities, conducting the activities for ensuring business continuity, and execution of information security processes; the persons designated as references for the purpose of confirmation of the information that you have declared, the training companies/examination centers that will hold the general aptitude examination and personality inventory for assessment of your eligibility for the applied position; and our business partners, consultants and service providers that will perform the necessary tests, examinations and controls for eligibility for the job, the parties that we procure technical consultancy services from in the field of human resources and employment, our business partners and service providers providing or operating or offering services in relation to our information processing

infrastructure, our business partners and service providers providing services in the fields of quality control, issues management and risk analysis related with services, legally authorized governmental agencies and organizations as well as private persons and entities, and any third persons that will be specifically designated in cases required by the legitimate interests of the data controller; providing that such sharing and processing shall be limited with the purposes specified in this informative text.

## **VI. Rights of Data Subject**

As the data subject whose personal data are processed, you can contact us via [kvkk@snitechnology.net](mailto:kvkk@snitechnology.net) or use the form provided at <https://snitechnology.net/kvkk> in order to exercise your rights under article 11 of the Law governing the rights of data subjects (the rights to learn whether your personal data are processed or not; and if processed, to request information regarding such processing; to learn whether your personal data are processed in line with the related processing purpose(s); to know the persons or parties to whom such data are transferred; to request for correction of any missing or incorrect processing of data, or for erasure or destruction of such data; to request for notification of all automatic processes to third persons; to object to the analysis of your personal data; and to claim for compensation of any loss or damages that may arise thereof) in accordance with the Communiqué on the Procedures and Principles regarding Application to the Data Controller.