

PRIVACY STATEMENT FOR JOB APPLICANTS REGARDING THE PROCESSING OF YOUR PERSONAL DATA

Dear Job Applicant;

This privacy statement was issued by **NAVA ENDÜSTRİ ÜRÜNLERİ SAN. VE TİC. LTD. ŞTİ.** in its capacity as the data controller for the purpose of providing you information concerning the purposes of processing your personal data, its legal reasons, method of data collection, the parties to whom the personal data may be transferred and your rights under the scope of KVKK, under the scope of the article 10 of the Law on the Protection of Personal Data numbered 6698 (“KVKK”) and the Communique on the Principles and Procedures to be Complied with for the Performance of the Obligation of Providing Information.

We have no absolute control over your CV’s that you sent us and the information that you provided on the internet sites that you used to contact us. We recommend you not to share with our company your personal data which you do not want us to know and your special personal data.

1. Which of your personal data are processed by us?

- Your name, surname, date and place of birth, gender, marital status, citizenship;
- Your email address, address and mobile phone number;
- Information on your health condition if stated in your CV (disability etc.)
- Your educational status, details of your certificates and diplomas, information on your areas of specialization, command of foreign language, information on your aptitudes, details of the seminars and courses that you attended, level of your computer knowledge and information on the results of the exams that you have entered;
- Information on your professional experience (for example the sectors and companies that you previously worked in and the positions and responsibilities that you undertook, information the wage that you received);
- Your photograph;
- Information on your driver license;
- Details of your hobbies;
- Your expected wage amount,
- Information on your military service,
- Your reference information (name surname, title, work place and contact details of the reference person).
- Other types of information that you added to your CV at your own discretion and could not be estimated by us

are processed by **NAVA ENDÜSTRİ ÜRÜNLERİ SAN. VE TİC. LTD. ŞTİ.** in accordance with KVKK.

NAVA ENDÜSTRİ ÜRÜNLERİ SAN. VE TİC. LTD. ŞTİ. is authorized to retain your above mentioned personal data for a period of up to one year if your job application was not approved and for a period of up to 10 years beginning from the date you leave our company, if your job approval was accepted.

2. Why do we collect your personal data?

Your above mentioned personal data are processed for the purposes specified below with a view to ensure the execution of this contract.

- Manage the job application process,
- Establish communication with you,
- Determine whether you are adequately qualified for the position that we will propose to you
- Contact the person from whom we may obtain reference about you in order to be informed about whether you are fit for the job,
- Be informed about the position to which you want to be assigned, your wage expectation, information on whether you would except to be assigned to other positions and determine your start date of employment.
- Determining whether you will be able to use the company vehicles when needed,
- Determine if your age is suitable for the position to be proposed to you and ensure compliance with the regulation on the principles and procedures of the employment of child and juvenile workers,
- Ensure that you are easily recognized by our human resources department when you come to the company to make an interview,
- Be able to contact the job applicant and the preparation of his/ her personal file if he is recruited,
- Determine whether there are any conditions that may interrupt your work during the term of the employment contract and ensure compliance with the article 75 of the Law on Military Penalty numbered 1632.

3. Which method do we use for processing your personal data and which legal reasons serve as a basis for their collection?

The personal data in questionnaire processed automatically (for example by sending the personal data automatically to our system in Internet environment) or by non-automatic means (for example when we note down any information given by you to us on the phone) based on the legal reasons that **i)** processing the personal data is required for the fulfilment of the legal obligation of the data controllers", **ii)** processing the personal data is required in order to protect the legitimate interests of the data controller provided that the basic rights and liberties of the relevant person is not thereby impaired, and **iii)** the processing of the personal data belonging to the parties to this contract is required provided that it is directly related to the conclusion and execution of that contract, as set forth in the article 5 of the law. based on your explicit consent.

4. To whom and for which purpose do we transfer your personal data?

We have the right to transfer your above mentioned personal data to the judicial authorities or the relevant law enforcement for the purpose of the settlement of legal disputes or pursuant to the relevant legislation, if requested, and to the affiliates of our group for enabling them to employ you.

5. What are your rights concerning the processing of your personal data and how can you have access to those rights?

In accordance with Article 5 of the “Communiqué on the Procedures and Principles of Application to the Data Supervisor”, you may submit your requests concerning your rights stated in the article 11 of KVKK to NAVA in writing or send it to the Registered Electronic

Mail (KEP)address previously sent by the relevant person to the data controller and recorded in the data controller's system by using electronic signature or mobile signature. An application form that you may use is available at our website: [Please click here to see that **form**](#):