

# EMPLOYEE PERSONAL DATA PROCESSING DISCLOSURE

## 1. DATA CONTROLLER AND REPRESENTATIVE

In accordance with the Law on Protection of Personal Data numbered 6698 ("KVKK"), as ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ., we, as the data controller, may process, record, store, classify, update, and, where permitted by legislation, disclose/transfer your personal data within the scope of the purposes specified below in compliance with the law and ethical standards.

## 2. PURPOSE OF PROCESSING YOUR PERSONAL DATA

Your personal data obtained by ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ. will be processed within the scope specified below:

- Planning and execution of human resources processes,
- Creation of employee personal files, payroll management,
- Management of employee contract processes,
- Execution of insurance renewal processes,
- Provision of health services to employees,
- Maintenance of blood type records,
- Allocation of vehicles, phones, and lines to employees within the scope of employment contract performance,
- Execution of proxy and signature circular acquisition processes,
- Evaluation of compliance under subcontracting,
- Preparation and execution of emergency preparedness and operations,
- Execution of occupational health and safety processes,
- Accident and legislation management within the scope of occupational health and safety,
- Structuring of service procurement contract processes,
- Planning, monitoring, and execution of information security processes,
- Creation and authorization of email accounts for employees,
- Maintenance of internet log records,
- Planning and execution of corporate communication activities,
- Planning of employee travels and execution of advance processes,
- Execution and tracking of document processes,
- Creation of card and transportation records for employee entries,
- Continuity of budgeting processes,
- Provision and management of employee training,
- Planning and execution of in-house training and orientation programs,
- Management of board of directors' decisions,
- Planning and management of general assembly meetings.

For detailed information about the Company's data processing policy, you can review the Personal Data Storage, Destruction, and Anonymization Policy available at [www.cakir.com.tr](http://www.cakir.com.tr).

# **EMPLOYEE PERSONAL DATA PROCESSING DISCLOSURE**

## **3. TRANSFER OF YOUR PERSONAL DATA**

Your personal data processed within the scope of the stated purposes may be transferred to our business partners, shareholders, authorized public institutions and organizations, private individuals, labor unions you are a member of, companies providing support services that we may engage in our activities, and independent audit firms within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law on Protection of Personal Data (KVKK), and in compliance with the fundamental principles envisaged in the KVKK. This transfer is carried out for the purpose of conducting the processes listed above, and also due to legal obligations and within the limits of legal restrictions.

## **4. TRANSFER OF DATA ABROAD**

Your personal data may be transferred by ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ. without obtaining explicit consent in accordance with the principles stipulated in Article 4(2) of the Law on Protection of Personal Data ("KVKK") or in the presence of the situations specified in Articles 5(2) and 6(3) of the Law, and in compliance with the rules set forth in Article 9 of the Law, only to individuals and organizations residing in countries that provide adequate protection as determined by the Personal Data Protection Board ("Board") through explicit consent in light of the principles envisaged in Article 4(2) of the Law or in the presence of the situations specified in Articles 5(2) and 6(3) of the Law. The transfer is limited to cases where data controllers in Turkey and the relevant foreign country have provided adequate protection in writing for the transfer, and the permission of the Board has been obtained for the relevant transfer in countries where adequate protection has not been found after being determined and announced as such.

## **5. METHOD AND LEGAL BASIS OF PERSONAL DATA COLLECTION**

Our personal data is collected by ÇAKIR İNŞAAT İTH. İHR. SAN. VE TİC. LTD. ŞTİ. through employee declarations, business cards, career websites, logo tiger, human resources system, forms, suppliers, logging, email, and various channels, based on the legal grounds mentioned above, in order to conduct our activities. The personal data collected during this process is securely collected in physical and electronic forms throughout the initiation and duration of the business relationship, aiming to perform the processes mentioned above and to conduct our commercial and operational activities. Within this framework, your personal data may be processed and transferred without obtaining explicit consent if the situations specified in Articles 5(2) and 6(3) are present, in accordance with the principles stipulated in Article 4(2) of the Law on Protection of Personal Data (KVKK).

## **6. YOUR RIGHTS AS THE DATA SUBJECT ACCORDING TO ARTICLE 11 OF THE LAW ON PROTECTION OF PERSONAL DATA (KVKK)**

Pursuant to Article 11 of the Law on Protection of Personal Data numbered 6698, you have the following rights regarding your personal data, upon personally proving your identity to the employer:

# EMPLOYEE PERSONAL DATA PROCESSING DISCLOSURE

- To learn whether your personal data is being processed or not,
- To request information if your personal data has been processed,
- To learn the purpose of processing your personal data and whether they are used in line with that purpose,
- To know the third parties to whom your personal data are transferred within the country or abroad,
- To request the correction of your personal data if it is incomplete or incorrect,
- To request the deletion or destruction of your personal data within the framework of the conditions set out in Article 7,
- To request that the transactions made under paragraphs (d) and (e) be notified to the third parties to whom the personal data has been transferred,
- To object to the occurrence of a result against you due to the analysis of your processed data exclusively through automated systems,
- To demand compensation for the damages in case you incur losses due to the unlawful processing of your personal data.

Your requests included in the application will be concluded free of charge within a maximum of thirty (30) days depending on the nature of the request.

To address matters related to the processing of your personal data, you are required to fill out and sign the application form, which is available in the Human Resources office at the hotel where you are employed under the Company. You need to submit the form to the authorized personnel to be directed to the Data Protection Officer.

Additionally, you can always report changes and/or updates regarding your personal data by emailing [cakirinsaatltd@hs01.kep.tr](mailto:cakirinsaatltd@hs01.kep.tr) or by applying in person to the following address: Şerifali Mah. Çetin Cad. Kible Sok. No:5-1/3 Ümraniye/ISTANBUL.

## 7. REQUEST FOR UPDATING YOUR INFORMATION

The personal data we collect must be accurate and up-to-date when necessary. Therefore, if there is any change in your personal information, please inform the relevant department of our Company.

\* This Information Statement ('Statement') was prepared on 14.08.2022. In case of any changes in the content of this statement, the effective date and content of this statement will be updated.