

## **PENTANOM TALENT MANAGEMENT AND HUMAN RESOURCES COMPANY**

### **INFORMATION TEXT IN THE CONTEXT OF THE LAW ON THE PROTECTION OF PERSONAL DATA NUMBER 6698**

Pentanom Career Consulting and Human Resources Limited Company (hereinafter referred to as "COMPANY") hereby informs you about the methods of collecting, processing, using, transferring, and disposing of your personal data, as well as your rights under the Law on the Protection of Personal Data No. 6698 ("the Law").

The Data Subject acknowledges that they have been informed about the processing of their personal data through this text and declares their consent to the use of their personal data as specified herein.

#### **Data Controller**

In accordance with the Law on the Protection of Personal Data No. 6698, the COMPANY acts as the data controller during the processing of personal data and in accordance with the matters explained below.

#### **Scope and Legal Basis**

Personal data may be processed within the framework allowed by law, provided that they are not used beyond the purposes and scope indicated in this information text, and with all necessary information security measures taken, either based on the explicit consent of the data subject, as clearly stipulated in the laws, or when it is necessary for the establishment or performance of a contract, mandatory to fulfill a legal obligation, or required for legitimate interests. Personal data will be stored during the legal retention period or for the period required by the processing purpose, and after the end of the period required by the processing purpose, it will continue to be used by our company in an anonymized form, or it will be destroyed in accordance with company procedures, as required by law and relevant legislation. The COMPANY processes personal data in compliance with the law and the principle of fairness, accurately, and as needed, and takes particular care to ensure that they are current and processed for specific, clear, and legitimate purposes in a limited and proportionate manner. Necessary audits are conducted to fulfill these purposes. As the COMPANY, we take the utmost care to ensure the security of your personal data and have taken all necessary technical, administrative, and legal measures to protect your personal data.

#### **Purpose of Processing Personal Data**

Your personal data, within the framework allowed by law, may be processed verbally, in writing, or electronically for the following purposes:

- a. Taking necessary steps for making, implementing, and realizing commercial decisions by the COMPANY,
- b. Managing contracts, establishing legal transactions, and monitoring legal processes,

- c. Planning information security processes to protect the trade secrets of our company and our customers and ensure information security, conducting checks and implementations related to these,
- d. Monitoring financial and/or accounting transactions,
- e. Ensuring that our human resources activities are conducted in compliance with the legislation,
- f. Researching and implementing career management and consultancy technologies. Determining the most suitable job based on the candidate's abilities, interests, and personal characteristics,
- g. Determining and implementing commercial and business strategies,
- h. Establishing and protecting intellectual and industrial property rights,
- i. Increasing employee productivity and measuring/sustaining customer satisfaction,
- j. Enabling the COMPANY to fully and duly fulfill its obligations arising from contracts and legislation,
- k. Evaluating the suggestions, requests, complaints, and fault reports you submit to us, providing responses, and conducting improvement work as per the reports.

### **Sharing Personal Data with Third Parties**

Our company shares your personal data only in cases where explicit consent is given by individuals, as stipulated by laws, particularly in line with the requirements of our business activities and within the framework of the security and privacy principles specified by the Law, by taking adequate precautions. These third parties include our direct/indirect domestic/foreign subsidiaries, legal and real persons we have agreements with, suppliers, subcontractors, business partners, shareholders, legal, financial and tax consultants, auditors, audit firms, or public institutions or organizations authorized to request such data due to legal obligations, in accordance with the personal data processing conditions and purposes set forth in Articles 8 and 9 of the Law.

### **Your Rights as a Data Subject**

Subject to the exceptions stipulated in Article 28 of the Law, as data subjects within the framework of Article 11 of the Law, you have the rights to:

- a) Learn whether your personal data is being processed,
- b) Request information if your personal data has been processed,
- c) Learn the purpose of processing your personal data and whether it is being used in line with its purpose,
- d) Know the third parties, both domestically and abroad, to whom your personal data is transferred,
- e) Request the correction of your personal data if it is incomplete or inaccurately processed,
- f) Request the erasure or destruction of your personal data in accordance with the conditions set forth in Article 7 of the Law,

- g) Request the notification to third parties to whom your personal data has been transferred regarding the processes performed in accordance with subparagraphs (e) and (f),
- h) Object to a result against you due to analysis of your personal data exclusively through automated systems,
- i) Demand compensation for damages in case you suffer harm due to the unlawful processing of your personal data.

It is important that the information/data you share with the COMPANY is accurate and has been transmitted correctly, as this is crucial for the exercise of your rights. In the event of any changes in your personal data, you are required to notify the COMPANY. Any responsibility arising from providing incorrect or inaccurate information/data belongs to the person who transmitted the information/data to the COMPANY.

Within this context, your requests under the Law can be transmitted in writing or through a registered email address, secure electronic signature, mobile signature, or the electronic email address previously notified to the COMPANY and registered in our systems. For this, you can send your application, including your name-surname, signature, ID number, residential or workplace address, email address if available, phone or fax number, and your explanations regarding the right you wish to exercise, to the address "**Hürriyet Mah. DR. Cemil Bengü Cad. No:4 Inner Door No:13 Kağıthane/Istanbul**" or through the email address **info@pentanom.com**, which provides access to our legal entity.

Following your application, the COMPANY will conclude your application free of charge within the 30-day legal period. The COMPANY reserves the right to make changes to this information notice due to any changes that may occur in the Law or due to new methods or regulations that may be determined by the Personal Data Protection Board.