



STAFF LIGHTING TEXT

Document No.	KVKK_A8 VERSION 1.00
Revision Date	-
Publication Date	27/05/2024
Page	7

PERSONNEL INFORMATION TEXT

This privacy notice is provided by Kardelen Boya Ve Kimya Sanayi, in its capacity as data controller, within the scope of Article 10 of the Law No. 6698 on the Protection of Personal Data (the Law) and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

Prepared by Ticaret Limited şirketi (hereinafter referred to as "the Company").

This Privacy Notice should be considered in conjunction with the Company's other relevant regulations and policies, including the provisions listed below:

- Collective or bilateral agreements concluded between the Company and its personnel, primarily employment contracts;

- Our Company's Data Protection and Processing Policy and the Storage and Destruction of Personal Data Policy

- The Company's Information Management Framework Policy; Terms of Use for IT Resources, and the Policy and Instructions Regarding the Appropriate Use of the Internet and Electronic Communication Tools.

- The Company's Information Security Policy;

- The Company's Terms and Conditions for the Use of Closed-Circuit Camera Systems
The regulation and;

- The legislation to which the Company is subject in the field of labor law, occupational health and safety, including how to record work accidents or personnel files, and the regulations and policies adopted by the Company in this area.

All our personnel are also required to read the GDPR Disclosure Statement, which applies to all relevant parties including employees and job applicants, and the Personal Data Protection and Processing Policy, which provides further information on how the Company will use personal data.

Personnel must be aware of the policy and, when acting on behalf of our Company, are obligated to comply with the principles and rules set forth in the said Policy.

Our company, operating in Türkiye, is based on Article 10 of the Law.
in my capacity as data controller,

- Where necessary, we may use your personal data that we obtain in the ways described below:
- Within the scope of our commercial relations or our business relationship with you;
- Only within the scope of the purpose requiring their processing and in connection with that purpose, limited and in a measured way,
- By maintaining the accuracy and up-to-date status of the personal data you have provided to us or that has been provided to us,
- That personal data will be recorded, stored, preserved, reorganized, and shared with institutions legally authorized to request this personal data, and

In accordance with the conditions stipulated by the Personal Data Protection Law ("the Law"), the Company

We hereby inform you that your personal data may be transferred, assigned, classified, and processed in other ways specified in the Law, primarily to our partners and other third parties, both domestically and internationally.

YOUR PERSONAL DATA THAT IS PROCESSED

Personal data relating to employees, which they have provided to us, may be processed.

IDENTITY DATA	Name, surname, date of birth, place of birth, gender, marital status, nationality, Turkish Republic Identity Card information (TRNC, serial number, wallet number, father's name, mother's name, place of birth, province, district, neighborhood, volume number, family sequence number, sequence number, household number, page number, registration number, place of issue, reason for issue, date of issue, previous surname), copy of identity card.
CONTACT INFORMATION: Telephone number, full address, email address, internal company contact information (internal phone number, corporate email address)	
SPECIAL QUALIFIED PERSONAL DATA	Medical report, blood type cards, pre-employment and periodic medical examination forms signed by the workplace physician, pregnancy status, pregnancy report, health and maternity leave information, criminal record certificates.
FINANCIAL DATA: Financial and salary details, payrolls, bonus entitlements, bonus amounts, file and debt information related to enforcement proceedings, bank account statements, minimum living allowance information.	
TRAINING DATA	Educational background, certificates and diplomas, foreign language skills, education and skills, courses taken, CV.
VISUAL AND AUDITORY DATA	Photographs, audio recordings, and video recordings of the actual person.
FAMILY AND LOVED ONES DATA	Marriage certificate; name, surname, Turkish Republic Identity Number, gender, date of birth, telephone number of spouse and children; name, surname and telephone number of close relatives.
EMPLOYMENT DATA: Registration number, position name, department and unit, title, last employment date, employment start and end dates, insurance start/retirement, allocation number, social security number, TTF number, tax office number, flexible hours status, travel status, pension fund, pension fund start date, pension fund registration number, Bağkur start date, Bağkur registration number, accounting code, number of working days, projects worked on, total monthly working hours information, severance pay base date, additional days for severance pay, overtime consent form.	
WORKER PERFORMANCE AND Career Development DATA	Education and skills, information on which training was received and when, e-target signed participation form, monthly performance evaluation by mail, achievement status, and activity information.
PERMISSION DATA	Leave seniority base date, additional leave seniority days, leave group, departure/return date, day, reason for leave, address/phone number where leave will be held.
EXPOSURE MEASUREMENTS	Regulation on Occupational Hygiene, Testing and Analysis Laboratories This involves evaluating the chemicals to which employees are exposed in the workplace and calculating the concentration of occupational exposure from individual analytical values in order to keep the exposure time and level within the permissible exposure limit. For this purpose, workers undergo chest X-rays, hearing tests (audiometry), and complete examinations.

	Complete blood count (hemogram) and standard pre-employment medical examination by the workplace physician are performed. Occupational safety training is also provided. Report results, examination and training documents are kept in accordance with occupational safety and health legislation.
OTHER	Military discharge/deferment, vehicle license plate, copy of vehicle registration certificate, vehicle mileage information, vehicle location, copy of driver's license, traffic fine inquiry result, private fund name, private fund entry date, private fund registration number, status as a relative of a martyr, intern status, service used, boarding stop data, employee internet access logs, entry/exit logs, employee daily activity data.

USED IN THE COLLECTION OF PERSONAL DATA METHODS AND LEGAL GROUNDS

1. As a company, in order to fulfill our legal obligations as an employer, to perform the employment contract between us, for reasons stipulated by law and for the legitimate interests of the Company, we request your personal data that we have requested in advance during your job application or that you chose to share with us in your resume or other texts related to your application, and which you transmit to us physically or electronically, and your information is shared with Company computer programs, applications and servers or the internet that is accessible to multiple people.

by uploading,

2. In accordance with the company's legal obligation and legitimate interest to ensure workplace safety, we have installed cameras in the workplace building to monitor,

3. In order to ensure workplace safety and fulfill our legal obligations, and in accordance with the Company's legitimate interest in monitoring business operations, we collect data regarding your vehicle and fuel usage through tracking devices installed in the Company's vehicles.

4. To fulfill our legal obligations and as required by law, we physically collect your health data through our workplace physician, and to ensure workplace safety, we collect your personal data physically or electronically from building management. 5. To fulfill our legal obligations, we collect your data through legal documents and notifications sent to

us.

6. We collect your personal data through cookies used on our website, as detailed in the Privacy and Cookie Disclosure Statement, in accordance with the Company's legitimate interest in developing and making its platform more effective.

PURPOSES OF PROCESSING YOUR PERSONAL DATA

Your personal data collected by the company is processed within the scope of the purposes and legal grounds stated below, and only in connection with and limited to these.

- To fulfill the purpose necessary for the performance of the employment contract,
- For the management of the company, the conduct of business, and the implementation of company policies,

- To fulfill the requirements under the Labor Law, the Occupational Health and Safety Law, the Social Security Law and related legislation, as well as other laws and regulations,
- In order to ensure internal company security,
- To fulfill the requirements and responsibilities arising from the performance of customer contracts.

Your personal data will be retained for the maximum period specified in the relevant legislation or necessary for the purpose for which it is processed, and in any case, for the statutory limitation periods. Detailed information regarding retention periods and destruction procedures is regulated in detail in our Data Retention and Destruction Policy.

LACK OF CONSENT TO THE PROCESSING OF PERSONAL DATA

THE SITUATION

Your consent is not required for us to process your data, including special categories of personal data, to fulfill our legal obligations or to exercise certain rights under the Labor Law. However, we may request your consent to allow us to process certain special categories of data. In such a case, you will be fully informed of the reasons for the processing. As with all instances where we request your consent, you will have full control over your decision to consent or not, and there will be no negative consequences for you if consent is withdrawn. Consent can be withdrawn at any time after it has been given. However, data processing operations carried out based on consent before its withdrawal retain their legitimacy.

Failure to provide us with the personal data necessary for us to fulfill our legal obligations as an employer, particularly regarding tax law, labor law, and occupational health and safety regulations, may result in our inability to pay employees their salaries and other entitlements, and we may face legal sanctions. Therefore, if you do not provide us with the data requested for this purpose, your employment contract will not be approved or continued.

SHARING YOUR PERSONAL DATA WITH THIRD PARTIES

For your security and to enable our company to fulfill its legal obligations, your personal data will be processed;

- Labor Law, • Occupational Health and Safety Law, • Social Security and General Health Insurance Law, • Law on the Regulation of Publications on the Internet and Combating Crimes Committed Through Such Publications,
- Turkish Commercial Code,
- Law No. 6698 on the Protection of Personal Data, • Identity Reporting Law

However, to the extent permitted and required by other legal provisions, including but not limited to, the relevant institutions or organizations; the Personal Data Protection Authority, the Ministry of Finance,

This information may be shared with public legal entities such as the Ministry of Customs and Trade, the Ministry of Labor and Social Security, the Turkish Employment Agency (İY-KUR), and the Information Technologies and Communications Authority.

Moreover;

The fulfillment of the purpose necessary for the performance of the employment contract, in particular;

- We process your data in the Nebim ERP program for the purpose of managing payroll operations and updating relevant data. This data is stored in the application's own data recording environment. Through the Nebim ERP program, we electronically transfer your personal data in XML format to the Revenue Administration and the Social Security Institution (SSK).

For detailed information about the Personal Data Protection policy of our business partner whose program we use, please see: <https://www.nebim.com.tr/tr/aydinlatma>metni Please

In order to fulfill the requirements under the Labor Law, the Occupational Health and Safety Law, the Social Security Law and related legislation, as well as other laws and regulations;

- We work with consulting firms and private employment agencies to obtain advice on identifying and calculating the incentives we can benefit from under R&D legislation.
- Your health data to our company physician so they can provide treatment and conduct health checks. • Your payroll data to company auditors so they can carry out their audit activities.

We can share our information.

In order to ensure security within the company, especially;

- To the extent necessary for monitoring entry and exit for workplace security purposes, the workplace building management, CCTV systems technical team, and law enforcement agencies may be involved.

We can transfer it.

Specifically, because we are fulfilling our legal obligations;

- In order to exercise our right to defense, we can share our information with our lawyers and, provided it is in accordance with the law and procedure, with relevant institutions within the scope of our obligation to comply with legal requests such as court orders or requests for evidence.

For the purpose of managing the company, conducting business, and implementing company policies, in particular;

- Ensuring our internal operations with the companies we are affiliated with or partner with.
in terms of the companies in question,
- The personal data we need for purposes such as transportation, vehicle provision, and business card printing,
To the company we work with regarding matters such as parking registration,
- In order to fulfill the service agreements made with our customers.
We can transfer this information to the companies we serve.

With your consent, your personal data will be used for communication during your international travels and education, for organizing your travel, for the performance of service contracts, and for mass e-communication.

In order to facilitate postal deliveries, personal data may be shared with third parties abroad in accordance with the regulations stipulated by law and the Personal Data Protection Authority.

YOUR RIGHTS AS A DATA SUBJECT

As stated in Article 11 of the law,

- To find out whether the company processes your personal data, and if so, to request information about it.
- To learn the purpose for which your personal data is processed and whether it is being used appropriately for that purpose.
- Whether personal data is transferred domestically or internationally, and to whom it is transferred. to learn

You have rights.

In addition, you have the right to request that the Company correct any incomplete or inaccurate data you may have.

You can request the destruction (deletion, erasure, or anonymization) of your personal data from the Company within the framework of the conditions stipulated in Article 7 of the Law. You can also request that third parties to whom the data has been or may be transferred be informed of your destruction request. However, the appropriate method for your destruction request will be evaluated by us based on the specific circumstances of the case. In this context, you can always request information from us regarding why we chose our preferred destruction method.

Your personal data analysis generated exclusively using an automated system

You can challenge the results if those results are contrary to your interests.

If you suffer damages as a result of the unlawful processing of your personal data, you can request compensation for those damages.

According to Article 11 of the KVKK (Personal Data Protection Law) , kvkk@kardelenboya.com.tr You can submit your requests regarding these rights by sending an email using your registered electronic mail (KEP) address, secure electronic signature, mobile signature, or the email address you have shared with us and which is registered in our systems, or by applying in writing to the address Alçö Osb Mahallesi 2036 Cad. No: 7 Sincan/Ankara, or by visiting <http://www.kardelenboya.com.tr/> If you submit your applications to us using the methods specified in the Data Subject Application Form of Kardelen Boya Ve Kimya Sanayi Ticaret Limited yirketi located at [address], your applications will be evaluated and finalized as soon as possible, and no later than 30 (thirty) days. While no fee is generally charged for requests, if the process requires additional costs for the Company, a fee may be charged as determined in the Communiqué on Data Controller Application Procedures and Principles.

CONTACT INFORMATION

Kardelen Paint and Chemical Industry Trade Limited Company

ADDRESS: Alcy OSB Mahallesi 2036 Cad. No: 7 Sincan/Ankara

WEBSITE: <http://www.kardelenboya.com.tr/>

TRADE REGISTRATION NUMBER: 110506

