

## **EGE GAZ AŞ**

### **Job Candidate Personal Data Notice**

This Job Candidate Personal Data Notice (“Notice”) is provided by EGE GAZ AŞ (“EgeGaz”), the data controller, to inform you about how we process your personal data in accordance with the provisions of Article 10 of the Personal Data Protection Act (Statute 6698, “KVKK”) and of “Communique on Procedures and Principles to be Followed in Fulfilling the Obligation to Inform”.

#### **1. Nature and scope of personal data processing**

##### **1.1. Personal data processed without explicit consent, Processing methods, Lawful justifications, and Purposes**

EgeGaz may process certain types of personal data about you that is collected through various channels such as job application forms, online portals, email, etc) without needing your explicit consent. This information includes identification details, contact details, professional background, and references, Such processing is permitted by KVKK article 5.

Without your explicit consent, EgeGaz may therefore process such personal data using both physical and electronic means but only for the following lawful reasons:

- i) EgeGaz needs to process your personal data to fulfill its own legal obligations.
- ii) EgeGaz needs to process your personal data as one of the parties involved in an employment contract, in which case EgeGaz will do so only to the extent necessary to establish or fulfill that contract.
- iii) EgeGaz needs to process your personal data for the sake of its own legitimate interests, provided that this processing does not unduly infringe upon your own fundamental rights and freedoms.
- iv) EgeGaz may also process any personal data that you have already made public yourself without obtaining your explicit consent.

EgeGaz processes the personal data that it collects about you in order to:

- Communicate with you,
- Assess your job application and determine whether you are a good fit for the position, based on our human resources policies,
- Manage job application processes, including the selection and assessment of candidates,
- Gather information about your previous work experience and skills.

## **1.2. Personal data whose processing requires your explicit consent**

With your explicit consent we may process your personal data in order to keep your application in our talent pool and contact you about future job opportunities that match your skills and experience.

## **2. Transfer of personal data**

### **Transfer of personal data to recipients based in Türkiye**

Without requiring your explicit consent, EgeGaz may transfer your personal data to the following recipients based in Türkiye for any of the lawful reasons and data-processing purposes mentioned above:

- Direct or indirect subsidiary or affiliated companies,
- Third parties, suppliers, and business partners which provide services during recruitment processes and/or the implementation of company human resources policies,
- Third parties and organizations with which sharing is mandatory under the Labor Code, the Social Security Act, the Occupational Health & Safety Act as well as applicable laws, regulations, and administrative provisions,
- Statutorily authorized public agencies and organizations and/or private individuals.

These transfers will be made taking necessary security precautions and in accordance with the data-processing conditions specified in KVKK article 5.

## **Transfer of personal data to recipients not based in Türkiye**

If we need to communicate via email or conduct interviews online, your personal data may be stored in the databases of email service providers (such as Microsoft Outlook) or online meeting platforms (such as Zoom or Microsoft Teams). These service providers may be located in other countries. We will only do this if you give us your explicit consent.

With your explicit consent, EgeGaz may transfer your personal data (including identification details, contact details, professional experience, video recordings, physical site security details, and reference details) to its own direct or indirect subsidiaries or affiliates or parent companies based in other countries whenever:

- i) It needs to transfer the data because of company policies and/or reporting requirements,
- ii) It needs to transfer the data to implement human resources policies, manage human resources processes, and/or allow group companies to assess candidates for open positions,
- iii) It needs to transfer the data to conduct employee performance evaluations.

## **3. Personal data retention periods**

EgeGaz will retain personal data that it collects about you for two years, during which time it will take measures to make certain the information is accurate, up-to-date, and secure. After two years, the information will be automatically deleted or destroyed if you request.

## **4. Your rights**

You have the following rights with respect to any personal data that EgeGaz collects about you:

- You have the right to know if your personal data is being processed,
- If your personal data is being processed, you have the right to demand information about how it is being processed,

- You have the right to know why your personal data is being processed and whether or not it is being used appropriately for that purpose,
- You have the right to know what third parties, whether in Türkiye or in other countries, your personal data is being/has been shared with,
- You have the right to demand that your personal data be corrected or updated if it is inaccurate or incomplete,
- You have the right to demand that your personal data be deleted or destroyed,
- You have the right to demand that we inform any third parties that your personal data has been transferred to when it needs to be changed or destroyed,
- You have the right to object to any decision that has been made solely on the basis of the automated processing or analysis of your personal data if the decision is detrimental to your interests,
- You have the right to demand compensation for any losses you may suffer as a result of any unlawful processing of your personal data.

To exercise any of these rights, you should submit a written request to EgeGaz through any of the communication channels given below. Be sure to include information that allows us to verify your identity:

- By email to [kvkk@egegaz.com.tr](mailto:kvkk@egegaz.com.tr),
- By post to Rüzgarlıbahçe Mah. Çam Pınarı Sk. No: 1 İç Kapı No: 6 34805 Beykoz / İstanbul.

#### **Explicit consent/non-consent statement**

☐ I consent to my personal data being kept on file for future job opportunities and to be contacted about them.

☐ I do not consent to my personal data being kept on file or being contacted about future job opportunities.

☐ I consent to my personal data being stored in databases located in other countries.

☐ I do not consent to my personal data being stored in databases located in other countries.

☐ I consent to the sharing of my personal data with EgeGaz's direct or indirect subsidiaries or affiliates or parent companies located in other countries.

☐ I do not consent to the sharing of my personal data with EgeGaz's direct or indirect subsidiaries or affiliates or parent companies located in other countries.

Name & surname:

Date:

Signature:

#### **REFERENCE RELEASE FORM**

I hereby declare that I have informed my references that their personal data will be shared with EGE GAZ AŞ for the purpose of reference checks and I have obtained their consent for such sharing.

Name & surname:

Date:

Signature:

Telephone:

Email: