

## CLARIFICATION TEXT ON PERSONAL DATA PROCESSED WITH THE JOB APPLICATION FORM

This clarification text has been prepared by TAYRAŞ Baz Yağ Rafineri A.Ş., acting as the data controller within the scope of Article 10 of the Personal Data Protection Law No. 6698 ("KVKK") and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation of Clarification.

Your personal data that you will share in the job application form such as:

- 1) Your name, surname, gender: to be able to properly address you,
- 2) Your date of birth: to be able to ascertain whether or not your age is suitable for the position to be proposed to you and ensure compliance with the Regulation on Principles and Procedures for Engagement of Child Labor and Young Workers,
- 3) Your nationality: to be able to ascertain whether a work permit is required or not,
- 4) Your contact and address information: to be able to contact and communicate with you,
- 5) Your military service status: to be able to ascertain whether you have a situation that may interrupt your work during the employment contract and ensure compliance with Article 75 of the Military Penal Code no. 1632.
- 6) Your educational background information (certificate and diploma information, work experience information, knowledge of foreign language, your computer knowledge, information about seminars and courses you have attended etc.): to be able to ascertain whether or not you are qualified enough for the position we will propose to you
- 7) Your reference information (name and surname, title, business address, and contact details of your reference); to be able to contact your references and to ascertain whether or not you are suitable for the job,
- 8) Information on whether you can work in shifts and overtime: to be able to ascertain the suitability of our company's possible working conditions for you,
- 9) Information on your net salary expectation; to be able to ascertain your salary expectation,

are processed in accordance with the Law on the Protection of Personal Data No. 6698.

The personal data in question shall be processed automatically to the extent "the relevant processing is required for legitimate interests of the data controller provided that the fundamental rights and freedoms of the data subject are not impaired" and "Provided that it is directly related to the establishment or execution of a contract, the processing of personal data of the contract parties is necessary," as provided in article 5 of the KVKK. Your personal data can be shared with law enforcement and judicial authorities for the purpose of resolving legal disputes and if required by the relevant legislation.

Pursuant to Article 5 of the Communiqué on Application Procedures and Principles to Data Controller, you can send your requests within the scope of Article 11 of the Law, which regulates the rights of the data subject, in writing to Ayazağa Mah. Azerbaijan Cad. Vadi Istanbul 2a Blok No:109 I/46 Sarıyer Istanbul or submit to the e-mail address kvkk@tayras.com.