

Disclosure Statement for Job Applicants for the Protection of Personal Data

Toros Tarım Sanayi ve Ticaret A.Ş. (Toros Tarım), as the data controller, processes your personal data in accordance with the Law No. 6698 on the Protection of Personal Data (LPPD) and other relevant legislation.

According to Article 10 of the LPPD, which regulates the Disclosure Obligation, data controllers are obliged to inform the data subjects, whose personal data they process, on certain issues.

This disclosure statement has been prepared to fulfill the legal obligation and in accordance with the **Communique on the Rules and Procedures to Be Complied with in Fulfilling the Disclosure Obligation** published by the **Personal Data Protection Authority**.

Definitions

According to the Law No. 6698 on the Protection of Personal Data:

Personal data means any information relating to an identified or identifiable natural person;

Processing of personal data means all kinds of operations carried out with the data such as collecting, recording, storing, preserving, changing, rearranging, disclosing, transferring, taking over, making available, classification, or preventing the use of personal data by fully or partially automatic or non-automatic means provided that it is a part of any data recording system;

Data subject means the real person whose personal data is processed;

Data controller means the natural or legal person who determines the purposes and means of processing personal data and is responsible for the establishment and management of the data recording system;

Disclosure obligation means the obligation of the data controller or the person authorized by it to disclose information to the data subjects, including the identity of the data controller, the purpose for which personal data will be processed, to whom and for what purpose the processed personal data can be transferred, the method for collecting personal data and its legal grounds, and other rights listed in Article 11 of the Law.

Data Subject

You, whose personal data are processed by **Toros Tarım**, are considered a **Job Applicant** due to your job application and are accepted as a Data Subject by the Law.

Data Controller

Toros Tarım is the data controller who determines the purposes and means of processing personal data about you, and is responsible for the establishment and management of the data recording system.

Collection of Your Personal Data

The following shows your personal data and the methods of collecting it. The same personal data can be collected using more than one method.

Method / Medium	Data
<p>Directly from you via non-automated methods</p> <p><i>on paper</i></p>	<p>Identity (Name, Surname, Date of Birth, Signature, Gender, etc.), Personnel (Can Travel, Application Channel, Start Date, Job Application Date and Association/Organization Memberships), Organization Information (Telephone Number (Landline), Organization's Address and Station Applied For), Contact (Address, Telephone Number (Mobile), E-Mail Address, Telephone Number (Landline) and Emergency Contact Information), Document Information (Release Date, Subject of Explicit Consent, Method of Explicit Consent and Time of Explicit Consent), Professional Experience (Name of the Previous Firm, Reason for Leaving the Previous Firm, Position in the Previous Firm, Date of Employment in the Previous Firm, Exit Date of the Previous Firm, etc.), Educational Information (Department of Education, Name of Education Institution, End Date of Education, Foreign Languages Spoken, Start Date of Education, etc.), Driver's License Information (Driver's License Class and Driver's License Available), Working Hours (Shift Work Status), Military Service (Military Service Status and Postponement Date), Audio-Visual Recordings (Photo);</p>
<p>Directly from you via automated methods</p> <p><i>electronically</i></p>	<p>Identity (Name, Surname, Date of Birth, Gender, Nationality, etc.) Contact (Phone Number (Mobile) and E-Mail Address) Professional Experience (Name of Organization, Department, Country of Employment, Dates Worked at the Organization, Number of Hours Worked, et al.) Educational Information (Level of Education, Name of Education Institution, Dates of Trainings/Seminars Attended, Date of Completion of Education, Foreign Languages Spoken, etc.) Driver's License Information (Has Driver's License) Military Service (Military Service Status);</p>
<p>From another data controller via automated methods</p> <p><i>electronically</i></p>	<p>Identity (Name, Surname, Date of Birth, Gender, Nationality, etc.) Contact (Phone Number (Mobile) and E-Mail Address) Professional Experience (Name of Organization, Department, Country of Employment, Dates Worked at the Organization, Number of Hours Worked, et al.) Educational Information (Level of Education, Name of Education Institution, Dates of Trainings/Seminars Attended, Date of Completion of Education, Foreign Languages Spoken, etc.) Driver's License Information (Has Driver's License) Military Service (Military Service Status);</p>

If you are called for an interview;

Method / Medium	Data
<p>Directly from you via non-automated methods</p> <p><i>on paper</i></p>	<p>Personnel (Opinions About the Person and Comments About the Person) Document Information (Document Date and Document Time);</p>

If a Personality Inventory Test is administered;

Method / Medium	Data
<p>Directly from you via automated methods</p> <p>electronically</p>	<p>Personality Inventory (Answer to Inventory Question, Personality Inventory Criteria, Criteria Score, Interpretation of the Criteria and Test Date);</p>

Data Controller

The following table lists the legal grounds and purposes of processing your personal data.

On the grounds of the necessity of data processing for the establishment, exercise or protection of a right set in Article 5/2e of LPPD	
<p>To fulfill the burden of proof of LPPD</p>	<p>Document Information (Date of Release, Subject of Explicit Consent, Method of Explicit Consent, Time of Explicit Consent), Identity (Name, Surname)</p>
<p>To carry out storing and archiving activities</p> <p><i>Pursuant to the Burden of Proving That the Disclosure in the Communiqué on the Rules and Procedures to Be Complied with in Fulfilling the Disclosure Obligation Has Been Made (Article 5/1e)</i></p>	<p>Document Information (Release Date, Time of Explicit Consent), Identity (Name, Surname, Signature)</p>
On the grounds of the necessity of data processing for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject cited in Article 5/2f of LPPD	
<p>To carry out storing and archiving activities</p>	<p>Military Service (Military Service Status and Postponement Date), Working Hours (Shift Work Status), Audio-Visual Recordings (Photo), Contact (Address, Telephone Number (Mobile), E-Mail Address, Telephone Number (Landline) and Emergency Contact Information), Identity (Name, Surname, Date of Birth, Signature, Gender, etc.), Organization Information (Telephone Number (Landline), Organization's Address and Station Applied For), Professional Experience (Name of Organization, Department, Reason for Leaving the Previous Firm, Name of the Previous Firm, Position in the Previous Firm, etc.), Educational Information (Level of Education, Name of Education Institution, Department of Education, Dates of Trainings/Seminars Attended, End Date of Education, etc.), Personnel (Can Travel, Job Application Date, Application Channel, Start Date, and Association/Organization Memberships), Driver's License Information (Driver's License Class and Driver's License Available)</p>

In case of your explicit consent according to Article 5/1 of LPPD

To carry out the application processes of job applicants

Military Service (Military Service Status and Postponement Date), ***Working Hours*** (Shift Work Status), ***Audio-Visual Recordings*** (Photo), ***Contact*** (Address, Telephone Number (Mobile), E-Mail Address, Telephone Number (Landline) and Emergency Contact Information), ***Identity*** (Name, Surname, Date of Birth, Signature, Gender, etc.), ***Organization Information*** (Telephone Number (Landline), Organization's Address and Station Applied For), ***Professional Experience*** (Name of Organization, Department, Name of the Previous Firm, Position in the Previous Firm, Reason for Leaving the Previous Firm, etc.), ***Educational Information*** (Level of Education, Name of Education Institution, Department of Education, End Date of Education, Dates of Trainings/Seminars Attended, etc.), ***Personnel*** (Can Travel, Job Application Date, Application Channel, Start Date, and Association/Organization Memberships), ***Driver's License Information*** (Driver's License Class and Driver's License Available)

If you are called for an interview;

On the grounds of the necessity of data processing for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject cited in Article 5/2f of LPPD

To carry out the application processes of job applicants

Document Information (Document Date and Document Time), ***Identity*** (Name, Surname), ***Professional Experience*** (Position in the Previous Company, Reason for Leaving the Previous Company), ***Personnel*** (Employment Date, Termination Date, Comments About the Person, Opinions About the Person, Position Applied For)

To carry out storing and archiving activities

Document Information (Document Date and Document Time), ***Personnel*** (Hiring Date, Termination Date, Evaluation Score, Evaluation Criteria, Position Applied For, etc.)

In case of your explicit consent according to Article 5/1 of LPPD

To carry out the application processes of job applicants

Personnel (Evaluation Criteria, Evaluation Score, General Evaluation Result, Evaluated Position, Interview Date)

If a Personality Inventory Test is administered;

In case of your explicit consent for the processing of your sensitive personal data, as regulated in Article 6/2

To carry out the application processes of job applicants

Personality Inventory (Answer to Inventory Question, Personality Inventory Criteria, Criteria Score, Interpretation of the Criteria and Test Date)

To carry out storing and archiving activities

Transfer of Your Personal Data

Your personal data can be transferred to the relevant authorities without the obligation of disclosure and without your explicit consent, if requested within the scope of Article 28/1 of the LPPD.

Apart from this, in unforeseen circumstances, your personal data may be transferred to public institutions (administrative authorities such as ministries, Presidential boards, etc.) specified in the law, within the scope and limitations stipulated in the law, if requested in cases clearly stated in the law.

Your personal data is not transferred to any institution, person or organization other than our legal obligations that do not have the obligation to disclose and do not require your explicit consent.

Your Rights Regarding Your Personal Data

Data subjects must first apply to the data controller to exercise their rights regarding their personal data. According to Article 14 of the Law, no direct complaint can be made to the Personal Data Protection Authority.

Regarding your personal data, in accordance with the law, you can exercise your rights by contacting the data controller, that is us, in order to;

- a. Know whether personal data is processed or not,
- b. Request information if your personal data has been processed,
- c. Know the purpose of processing your personal data and whether they are used in accordance with its purpose,
- d. Know the name of the third parties in the country or abroad to whom your personal data is transferred,
- e. Request the correction of your personal data if it is incompletely or incorrectly processed,
- f. Request the deletion or destruction of your personal data in the event that the grounds for its processing no longer exist,
- g. Request notification regarding the transactions made pursuant to subparagraphs (e) and (f) to the third parties to whom your personal data has been transferred,
- h. Object to the emergence of a result against you due to analyzing your processed data exclusively through automated systems,
- i. Request the compensation of the damage in case you suffer damage due to the unlawful processing of personal data.

Applying to Data Controller

You may send your application in writing to the address: **Esentepe Mah. Büyükdere Cad. No: 209 Tekfen Tower Floors: 19 and 20, Şişli, İstanbul** or electronically to the registered address: **torostarim@hs02.kep.tr** using your registered e-mail address; or to **toros@toros.com.tr** using your e-mail address registered on our systems.

You can find more detailed information on the rules and procedures to be followed when making an application in the Communiqué on the Rules and Procedures of Application to the Data Controller of the Personal Data Protection Authority.

Explicit Consent Text and Statement of “Job Applicants” for the Protection of Personal Data

According to the Law No. 6698 on the Protection of Personal Data, some of your personal data require your explicit consent to be processed by Toros Tarım Sanayi ve Ticaret A.Ş. (Toros Tarım), the data controller.

Your Personal Data to be Processed Based on Your Explicit Consent and the Purposes of Processing

To carry out the application processes of job applicants

Military Service (Military Service Status, Postponement Date), **Working Hours** (Shift Work Status), **Audio and Visual Records** (Photo), **Contact** (Address, Telephone Number (Mobile), E-Mail Address, Telephone Number (Landline), Emergency Contact Information), **Identity** (Name, Surname, Date of Birth, Signature, Gender, etc.), **Personality Inventory** (Test Date), **Organization Information** (Phone Number (Landline), Organization’s Address, Position Applied For), **Professional Experience** (Name of Organization, Department, Previous Firm Name, Position in the Previous Firm, Reason for Leaving the Previous Firm, etc.), **Educational Information** (Level of Education, Name of the Institution of Education, Department of Education, Date of Trainings/Seminars Attended, End Date of Education, etc.), **Personnel** (Evaluation Score, Evaluation Criteria, Can Travel, Job Application Date, Application Channel, etc.), **Driver’s License Information** (Driver’s License Class Information, Driver’s License Available), **Personality Inventory** (Personality Inventory Criteria, Criteria Score, Interpretation of the Criteria Comment, Answer to Inventory Question)

To carry out storing and archiving activities

Personality Inventory (Personality Inventory Criteria, Criteria Score, Interpretation of the Criteria, Answer to Inventory Question, Test Date)

I accept and declare that my personal data mentioned above will be processed within the framework of the stated purposes.

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Name Surname

Signature