



**KALE YAZILIM SANAYİ VE TİCARET A.Ş.
PERSONNEL/INTERNSHIP CANDIDATES INFORMATION FORM**

a) Data Controller

As **KALE YAZILIM SANAYİ VE TİCARET A.Ş.** (hereinafter referred as "Company"), we herein inform you that your personal data has been processed acting in the capacity of data controller under the Personal Data Protection Law No 6698 (hereinafter referred as "PDPL") and other applicable legislation.

b) Categories of Personal Data Processed

Your personal data in the data categories such as identity, contact details, professional experience, military service status, travel restrictions and reference details are to be processed for the purposes defined in Personnel/Internship Candidate Information Form and for legal grounds in accordance with the PDPL and other applicable legislation.

c) Purposes of Processing Your Personal Data

Your personal data will be processed;

- To manage the personnel/internship candidate selection and recruitment processes,
- To manage the application processes of Personnel/Internship candidates,
- To plan the human resources processes,
- To handle the communication activities,

under the legal grounds defined Article 5 (2) of PDPL which provides for "c) *Where it is necessary to process personal data of the parties to an agreement provided that it is directly related to the execution or performance of an agreement, "ç) Where it is mandatory for data controller to fulfill its legal obligation"*.

d) Method of Collecting Your Personal Data and Legal Grounds

Your data will be collected verbally, written or electronically using automatic or non-automatic methods provided below on the basis of legal reasons stipulated in Article 5(2) of PDPL in order to fulfill the purposes defined in item (c) of this form.

- To provide information during completion of job application form or job interview.
- For persons indicated as reference to deliver information.

e) Your Rights under Article 11 of PDPL

As a data subject, you have rights under Article 11 of PDPL, and you can submit your requests related to these rights by completing the all details required by Data Subject Application Form, and pursuant to Article 11 and Article 13(1) of PDPL and ***Communique on Principles and Procedures of Application to Data Controller,***

- by personally visiting our Company residing at the address of "Üniversiteler Mahallesi İhsan Doğramacı Bulvarı Galyum Blok Kat:1 No:27/108 06800 Çankaya Ankara Turkey",
- via registered electronic mail address (REM) at kaleyazilimsanayiveticaretas@hs01.kep.tr

- via a notary public or registered letter with return receipt requested in order to identify your identity and not to inform wrong persons,
- by sending an electronic mail to our kvkk@kaleyazilim.com.tr using secure electronic signature, mobile signature or (if any) electronic mail address notified to our company and recorded in our systems

or via such other methods to be defined by Board in the future.

f) Retention Period of Personal Data

Company shall delete, destroys or anonymize personal data when the purpose of processing personal data ceases, and when mandatory retention periods expire as defined under the Laws and other applicable legislation.

g) Changes and Updates

This information form is prepared under the Personal Data Protection Law No 6698 and other applicable legislation. Necessary amendments may be made in this information form in line with the amendments to applicable legislation and/or changes in personal data processing purpose and policies of Company.

The current version of Information Form is and will be available at www.kaleyazilim.com.tr.

I read and understood the information as provided above under Personal Data Protection Law No 6698 ("PDPL")

Name / Surname of Data Subject :

Signature :

Date :