

**EMPLOYEE CANDIDATE CLARIFICATION TEXT ON PERSONAL DATA PROTECTION
PURSUANT TO THE LAW №6698 ON THE PROTECTION OF PERSONAL DATA ("KVKK")**

This Clarification Text has been prepared by the **Data Controller**, KPMG Bağımsız Denetim ve Serbest Muhasebeci Mali Müşavirlik A.Ş. ("**Company**") for the purpose of informing Employee Candidates regarding the processing, storage and transfer of their personal data by the Company within the scope of the Law No. 6698 on the Protection of Personal Data ("**Law**").

Detailed information regarding the processing of your personal data within the scope of this Detailed information regarding the processing of your personal data within the scope of this Clarification text can be found in the KPMG Turkey Data Protection and Processing Policy [website](#).

1. YOUR PROCESSED PERSONAL DATA

Your personal data processed by our company, the purposes of processing your data, the legal reasons for processing and collection methods are listed in the following table:

IDENTIFICATION DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
First Name(s), Family Name(s), place of birth, date of birth, gender, marital status, driver's license details	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing communication activities, Creating and monitoring visitor logs, Monitoring and executing legal affairs, Executing storage and archive activities, Evaluation for any prospective vacant positions Ensuring security of physical space	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract, If it is mandatory for the data controller to fulfil their obligation, If data processing is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject remain harmless.
COMMUNICATION DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Phone number, open address information, e-mail address, social media address	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing communication activities, Creating and monitoring visitor logs, Monitoring and executing legal affairs, Executing storage and archive activities, Evaluation for any prospective vacant positions	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract, If it is mandatory for the data controller to fulfil their obligation,

PERSONNEL DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Previous work experiences (company name(s), years of service, positions, levels, salary expectation), military service status, date of deferment, contents of cover letter and motivation letters, answers to the questions asked during the job interview for the applied position	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Monitoring and executing legal affairs, Executing storage and archive activities, Evaluation for any prospective vacant positions	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract, If it is mandatory for the data controller to fulfil their obligation,
PHYSICAL SPACE SECURITY DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Records on employee candidate's and visitors' entry and exit	Ensuring security of physical space, Security of data controller's operations	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; If expressly stipulated by the Laws, If data processing is mandatory for establishment, exercise or protection of a right, If data processing is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject remain harmless.
WORK EXPERIENCE DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Education status, details of certificates and diplomas, foreign language information, training and skills, courses taken	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract, If it is mandatory for the data controller to fulfil their obligation,
VISUAL AND AUDIO RECORDINGS		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Photo on the curriculum vitae, visual and audio recordings	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract,

		If it is mandatory for the data controller to fulfil their obligation,
REFERENCED PERSONS' DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Of relative(s) provided as reference; Name(s), family name(s), phone number(s), e-mail address, their employer company, job title and degree of relationship	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Your personal data as stated in the relevant regulation and 5 th Article of KVKK; Explicit consent, If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the conclusion or performance of a contract,
OTHER		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
Hobbies, voluntary experiences,	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Explicit consent,

2. SENSITIVE PERSONAL DATA

Data relating to race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and dress, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, as well as biometric and genetic data are sensitive personal data.

Sensitive personal data are data that need more protection than other data, and the conditions for the processing of such data are separately governed by the KVKK. Your sensitive personal data processed by our company, the purposes of processing your data, the legal reasons for the processing and the collection methods are listed in the following table:

SENSITIVE PERSONAL DATA		
HEALTH DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
If mentioned in the curriculum vitae; information indicating health and/or disability status	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Within the scope of Article 6 of the KVKK, your health data can only be processed for the protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing, by persons or authorised institutions and organisations under the obligation of confidentiality, without seeking your explicit consent, and except for these cases, it will only be processed

		with your explicit consent.
OTHER SENSITIVE PERSONAL DATA		
PERSONAL DATA PROCESSED	PURPOSES OF PROCESSING PERSONAL DATA	LEGAL REASONS FOR PROCESSING PERSONAL DATA
If mentioned in the curriculum vitae; details of memberships to associations, foundations	Carrying out job application procedures and evaluation processes, Planning of human resources processes, Executing storage and archive activities, Evaluation for any prospective vacant positions	Within the scope of Article 6 of the KVKK, your other sensitive personal data are processed without seeking your explicit consent only in cases stipulated by law, and except for these cases, they will only be processed with your explicit consent.

In the event that the Employee Candidate transmits the personal data of third parties other than himself/herself, such as a reference person or family relative, to the Company, he/she is obliged to inform these persons in accordance with the Law and the relevant legislation and to obtain explicit consent from these persons when necessary. Otherwise, all kinds of responsibility will be assumed by the Candidate Employee.

3. PERSONAL DATA COLLECTION METHODS

Your personal data are collected from your application for positions opened on online career sites that our Company is a member of, your messages/ curriculum vitae sent to our recruitment officials through the aforementioned websites, your CV sent to our Company employees via e-mail or your information shared by ISKUR with our Company, as well as from reports, interview notes, personality and character tests consisting of candidate evaluations during the job interview or employment process through job application form, from analysis results, examination results such as foreign language and skill tests, your references and/or former employers, or through IT tools by automated and/or non-automated means, in accordance with the Law.

4. SHARING YOUR PERSONAL DATA WITH THIRD PARTIES

Provided that adequate and effective measures are taken in accordance with the data transfer and processing conditions specified in Articles 8 and 9 of the Law and the security and confidentiality principles specified in the legislation limited to the purpose of realising the above-mentioned purposes, your personal data can be transferred to:

- KPMG Yeminli Mali Müşavirlik A.Ş. and KPMG Yönetim Danışmanlığı A.Ş., which are other member companies of the KPMG International network of which the Company is also a member,
- To firms and suppliers from whom Company gets assistance relating to human resources processes, or
- To related companies and organizations for fulfilment of Company's legal obligations,
- To information technologies, hosting and cloud computing companies seated in Turkey, or abroad provided that the legal requirements are met and only if necessary, for the Company getting services relating to information technologies, hosting and cloud computing or in line with its decisions on data storage and security.

5. ENSURING SECURITY AND PRIVACY OF YOUR PERSONAL DATA

In accordance with Article 12 of the KVKK, our Company takes all necessary technical and administrative measures to prevent unlawful processing of personal data and unlawful access to

personal data, and to ensure the appropriate level of security to ensure the protection of personal data. In the event that the processed personal data is unlawfully obtained by third parties, our Company will notify the relevant person and the Board as soon as possible.

6. ERASURE AND DESTRUCTION OF PERSONAL DATA

Pursuant to Article 7 of the KVKK, although personal data has been processed in accordance with the relevant legislation, personal data shall be erased or destroyed by our Company ex officio or upon the request of the relevant person if the reasons requiring its processing no longer exist. The procedures and principles regarding this matter will be fulfilled in accordance with the KVKK and the secondary legislation to be established on the basis of this Law.

7. YOUR RIGHTS UNDER THE LAW ON PROTECTION OF PERSONAL DATA

Pursuant to the Article 11 of KVKK, you may apply to our Company to place requests on the following matters regarding your personal data;

- To learn whether your personal data are processed or not,
- To request information in this regard, if your personal data were processed,
- To learn the purpose of processing your personal data and whether they are used in accordance with their purpose, to learn local or foreign third parties to whom your personal data are transferred,
- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- To request the erasure, destruction or anonymisation of personal data in the event that the reasons requiring the processing of personal data no longer exist and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- To object to the occurrence of a result to the detriment of the relevant person by analysing the processed personal data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, to demand compensation for the damage.

Your requests in your application will be finalised free of charge within thirty days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost for the Company, the fee in the tariff determined by the Personal Data Protection Board in the Communiqué on the Procedures and Principles of Application to the Data Controller may be charged.

In matters related to the processing of your personal data, you must submit your application to our Company by filling out the Data Subject Application Form, which you can access by **clicking here**, in writing or by using your registered electronic mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified to us and is included in our records. Depending on the nature of your request and your application method, the Company may request additional verifications (such as sending a message to your registered phone, calling you) in order to determine whether the application belongs to you and thus protect your rights. For example, if you apply through your e-mail address registered with the Company, we may contact you using another communication method registered with the Company and request confirmation of whether the application belongs to you.

8. CONTACT INFORMATION

KPMG BAĞIMSIZ DENETİM VE SERBEST MUHASEBECİ MALİ MÜŞAVİRLİK A.Ş.

Contact Link: <https://home.kpmg.tr/tr/home/hakkimizda/kisisel-verilerin-korunmasi.html>

Address: Levent, İş Kuleleri, Kule 3, Kat: 2-9, 34330 Beşiktaş/ İstanbul