	EMPLOYEE CANDIDATE DISCLOSURE TEXT	Document No:	KVK.F007
		Effective Date:	01.10.2021
		Revision No:	02
		Revision Date:	09.12.2024
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This Disclosure Text has been prepared by VBT Yazılım A.Ş. (“Company”), the Data Controller residing at QUICK TOWER, İçerenköy Mh. Umut Sk. No:10-12 K:13 D:57-60 PK:34752 Ataşehir/İstanbul, in order to inform employee candidates and to fulfil the Disclosure Obligation within the scope of the Personal Data Protection Law No. 6698 (“KVKK”) and other relevant legislation.

Our Company's Policies and Disclosure Texts regarding the Protection of Personal data are available at <https://www.vbt.com.tr/en/page/personal-data-protection> .

1. PERSONAL DATA COLLECTION METHODS AND LEGAL REASONS

Your personal data specified below,

- i) **Identity Data:** Name, surname, mother-father's name, date of birth, T.R. identity number, gender, marital status, identity card series number, nationality information, passport information, position and title information, family relatives' information.
- ii) **Communication Data:** Phone number, e-mail address, address information, internal company communication information (company phone number, internal phone number, corporate e-mail address, registered e-mail address).
- iii) **Education Data:** Educational status, in-service training information, certificate and diploma information, language information, courses attended, education and skills, work experience, transcript information.
- iv) **Visual and Audio Data:** Photographs, camera recordings of real persons.

are collected in accordance with the relevant legislation through the following methods;

- By E-mail
- Forms

and processed for the following legal reasons;

- Personal data belonging to the parties to a contract is necessary, provided that it is directly related to the establishment or performance of a contract
- In case of a negative outcome of the meeting, with the condition of explicit consent.


2. PERSONAL DATA PROCESSING PURPOSES

Your personal data will be processed by the Company for the following purposes within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK:

- Execution of Storage and Archive Activities
- Execution / Supervision of Business Activities
- Execution of Contract Processes
- Execution of Communication Activities
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Application Processes of Employee Candidates

3. STORAGE PERIOD OF YOUR PERSONAL DATA

In accordance with the provisions of the KVKK, when the purpose requiring processing of your personal data as per Article 7 of the KVKK is eliminated and/or the limitation periods required for us to process and store your data as per the legislation expire, your personal data will be deleted, destroyed or anonymized according to our Personal Data Storage and Destruction Policy.

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4. TO WHOM AND FOR WHAT PURPOSE CAN YOUR PERSONAL DATA BE TRANSFERRED

Your personal data is not shared with any third party within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVKK.

5. YOUR RIGHTS AS A PERSONAL DATA OWNER

The Company discloses you of your rights in accordance with Article 10 of the Law and provides guidance on how to use these rights and carries out the necessary internal functioning, administrative and technical arrangements for all of these. In accordance with Article 11 of the KVKK, the persons whose Personal Data is collected has the rights;

- To learn whether their personal data has been processed,
- To request information about their personal data if it has been processed,
- To learn the purpose of processing their personal data and whether it is used in accordance with its purpose,
- To know the third parties to whom their personal data has been transferred domestically or abroad,
- To request correction of their personal data if it has been processed incompletely or incorrectly,
- To request the deletion or destruction of their personal data within the framework of the conditions stipulated in Article 7 of the Law,
- To request that the transactions made pursuant to subparagraphs (d) and (e) of Article 11 of the Law be notified to third parties to whom their personal data has been transferred,
- To object to the emergence of a result against the person by analysing the processed data exclusively through automated systems,
- To request compensation for the damages incurred due to the processing of their personal data in violation of the KVKK.

6.1. Method of Using the Rights of the Personal Data Owner,

The personal data owner must send their application regarding their personal data to:

VBT Yazılım Anonim Şirketi

QUICK TOWER, İçerenköy Mh. Umut Sk. No:10-12 K:13 D:57-60


34752 Ataşehir/İstanbul

in writing and with a wet signature or to our registered e-mail address kvkk@vbt.com.tr with a secure electronic signature.

The application must include; for Republic of Turkey citizens, Turkish Republic Identity Number, for foreigners Nationality, Passport number and Turkish Identity number if any, subject of the request, name, surname, place of residence or workplace address for notification, e-mail address for notification if any, telephone and fax number and signature. All Information and related documents about the subject should be added to the application.

It is not possible for third parties to make a request on behalf of personal data owners.

In order for a person other than the personal data owner to make a request, there must be a copy of the notarized power of attorney issued by the personal data owner on behalf of the person who will make the application.

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6.2. The Company's Response Method and Time to Applications

In written applications, the date on which the document is notified to the data controller or its representative will be taken as the application date. In applications made by other methods, the date on which the application reaches the data controller will be taken as the application date. The application depending on the nature of the request will be finalized within thirty days at the latest, free of charge. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board/Kurul may be charged.

If our Company suspects the identity of the applicant, it may request verification information from the relevant person

6.3. Right of Data Owner to Complain the Company to the Board/Kurul.

if your application is rejected by our Company or if you find our response insufficient or if we do not respond to your application on time; Data Owner can complain the Company to the Board/Kurul within thirty days from the date you learn of our Company's response or in any case within sixty days from the date of application according to Article 14 of the KVKK.