



INFORMATION TEXT FOR CANDIDATE EMPLOYEE ABOUT PROCESSING OF PERSONAL DATA

Dear employee candidate,

This information document has been prepared by **MRS Kağıt Karton San. ve Tic. Ltd. Şti.**, acting as the data controller, in accordance with 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 Information Obligation, to inform you about the purposes of processing your personal data, the legal reasons for processing, the method of collection, to whom it may be transferred, and your rights under the KVKK. We do not have absolute control over the information you provide in the CVs you send us or on the websites through which you reach us. We recommend that you do not share any personal data or sensitive personal data that you do not want us to know with our company.

1- Which Personal Data Do We Process?

- Your name, surname, date of birth, gender, and nationality,
- Your email address, address, and mobile phone number,
- Your health information (such as your disability status) if included in your resume,
- Your educational background, certificate and diploma information, specialization, foreign language knowledge, information about your skills, seminars and courses you've attended, computer skills, and exam results,
- Information about your work experience (e.g., sectors and companies you've worked in, your position, responsibilities, salary, and projects you've participated in),
- Your photograph,
- Your driver's license information,
- Scholarships you've received,
- Information about your hobbies,
- Your salary expectations,
- Your military service status,
- Reference information (reference person's name, surname, title, workplace, and contact information),
- Other information you voluntarily include in your resume but that we cannot foresee,

Your data in question may be stored by **MRS Kağıt Karton San. ve Tic. Ltd. Şti.** for up to 6 months if your job application is not approved, and for up to 10 years after you leave the workplace if your application is approved.

2- For What Purposes Do We Process Your Personal Data?

Your personal data mentioned above is processed for the following purposes for the performance of the Service Agreement regarding the employment service we provide to you:

- Managing your job application process,
- Communicating with you,
- Determining whether you are qualified for the position we are offering you,

- To be able to contact references and determine your suitability for the job.
- To determine your desired position, your salary expectations, your ability to work in other positions, and your start date.
- To determine whether you can use company vehicles if needed.
- To determine your age suitability for the position to be offered to you and to ensure compliance with the Regulation on the Procedures and Principles for the Employment of Child and Young Workers.
- To ensure that you are easily remembered by our human resources department when you attend an interview.
- To be able to contact the prospective employee and prepare their personnel file if they are accepted.
- To determine whether you have any circumstances that could interrupt your employment during the term of your employment contract and to ensure compliance with Article 75 of the Military Penal Code No. 1632.

3- What Methods Do We Use and On What Legal Grounds Do We Process Your Personal Data?

The personal data in question is processed by automatic means (e.g., automatically sending it to our system online) or non-automatic means (e.g., noting down information you provide us by phone) based on the legal grounds set out in Article 5 of the law, based on your explicit consent: **(i)** It is necessary for the data controller to fulfill its legal obligations, **(ii)** Data processing is necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person, and **(iii)** It is directly related to the establishment or performance of a contract, and therefore, the processing of personal data belonging to the parties to the contract is necessary.

4- To Whom and For What Purposes Do We Transfer Your Personal Data?

Your personal data may be transferred to our group companies for the purpose of carrying out human resources activities and evaluating your job application in order to employ you in our other group companies, based on your explicit consent, and to judicial authorities or relevant law enforcement authorities upon request for the resolution of legal disputes or in accordance with the relevant legislation.

5- What Are Your Rights Regarding Processing Personal Data and How Can You Access These Rights?

You may submit your requests regarding your rights specified in Article 11 of the Personal Data Protection Law to **MRS Kağıt Karton San. Tic. Ltd. Şti.** in writing, in accordance with Article 5 of the Communiqué on the Procedures and Principles for Applications to the Data Controller, or by using a registered e – mail address (KEP), secure electronic signature, mobile signature, or the e – mail address previously provided to the data controller by the relevant person and registered in the data controller's system. An application form is available on our website for your information and convenience.