

CLARIFICATION TEXT

Oti Holding A.Ş. (will be called "the Company" for short) takes the highest level of security measures to ensure the collection, processing, storage, classification, updating, archiving, and transfer (domestic / abroad) of your personal data in accordance with the Law No. 6698 on the Protection of Personal Data and to protect its privacy. The aim here, in accordance with the Law No. 6698 on the Protection of Personal Data, is to inform you about the collection of your personal data, processing purposes, transfer principles, shared parties, legal reasons and your rights in the most transparent way.

“Your information and personal data sent to us via e-mail will be evaluated during the recruitment processes and can be transferred (if necessary) in writing or verbally to the relevant units of other companies located in the country or abroad and related to the same or similar partnership structure as Oti Holding A.Ş., and can be processed by these companies or Oti Holding A.Ş. for employment purposes. If you do not give your consent for the transfer of your information to our other companies, please, send us an e-mail message within 2 days stating your disagreement and using the same e-mail address from which relevant information was submitted. We hereby inform you that if you do not send the e-mail message stating that you do not give your approval within 2 days, it will be deemed as your explicit consent for the transfer of your information. If you give express consent or it is deemed that such consent has been given, the personal data provided by you will be processed only in accordance with Law No. 6698 and procedures and principles set forth in other laws. When processing your personal data, the law and the principle of good faith will be observed, such data will be processed for definite, clear and legitimate purposes, used for the purposes for which such data are processed, and within the scope and limits of these purposes, and maintained for the period required by relevant legislation or necessary for the purpose for which such data are processed. If the need for data processing disappears, such data will be destroyed, deleted or anonymized.”

1. General Principles of Processing Personal Data

Personal data refers to any information relating to an identified or identifiable real person. Your personal data collected by the company directly or indirectly; verbally, in writing or electronically, can only be processed in accordance with the procedures and principles stipulated in the Law No. 6698 on Protection of Personal Data and other laws.

2.Your Personal Data to be Processed

Your name, surname, your TR identity number, date of birth, country of birth, city of birth, gender, marital status, family information, height and weight, nationality, telephone number, open address information, e-mail address, association / foundation membership, disability status, blood type, your smoking, criminal record, education information (school name, term information, graduation average), foreign language information, education and skills, seminars and courses you attended, certificate information, computer knowledge, previous work experiences (company names, periods of employment, job description), work status and title, visual and audio data (photo, video CV if available), driver's license data, competencies, hobbies, military status, reason for exemption from military service and other information required by business processes.

3.Personal Data Processing Purposes and Transfer

Your personal data;

-Determination and implementation of the company's business strategies,

-Within the scope of the company's obligations to ensure and improve occupational health and safety;

- a) Creating emergency lists and conducting emergency operations,
- b) Establishing emergency analysis reports, performing work accident examinations,
- c) Performing an employment examination,
- d) Conducting processes related to obtaining a health report from the workplace physician,
- e) If you give your consent, making position changes according to the determined health status and thus providing you with suitable job positions for your health,

-Within the scope of ensuring the execution of the company's human resources policies,

-Upon termination of your business relationship with the company, improvement of our human resources processes through the exit interview forms you will fill out,

-Making overseas assignments,

-Creating your personal file,

-Collecting the causes of the disease reports,

-Conducting performance evaluation processes,

-For the purpose of carrying out Human Resources processes and legal transaction processes and for other lawful purposes; It may be collected, processed, classified, updated, archived, transferred to other companies in the domestic country and abroad, which have the same or similar partnership structure with the Company and any or all of the partners of the Company.

4.The Undermentioned Principles will be Followed in the Processing of Your Personal Data:

- a) Being in compliance with the law and honesty rules.
- b) Being accurate and up-to-date when necessary.
- c) Processing for specific, clear and legitimate purposes.
- d) Being connected, limited and restrained for the purpose for which they are processed.
- e) Preservation for the period stipulated in the relevant legislation or required for the purpose for which they are processed.

5.Processing Conditions of Personal Data

- a) Your personal data cannot be processed without your explicit consent.
- b) It is possible to process your personal data without seeking explicit consent in the presence of one of the following conditions:
 - b-1) Clearly stipulated in laws.
 - b-2) The processing of personal data of the parties to the contract is necessary, provided that it is directly related to the establishment or performance of a contract.
 - b-3) It is mandatory for the data controller to fulfill his / her legal obligation.
 - b-4) Be publicized by you.
 - b-5) Data processing is mandatory for the establishment, use or protection of a right.
 - b-6) Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm your fundamental rights and freedoms.

6.Processing Conditions of Sensitive Personal Data

- a) Your data on race, ethnicity, political thought, philosophical belief, religion, sect or other beliefs, disguise and dress, association, foundation or union membership, health, sex life, criminal conviction and security measures, and your biometric and genetic data are classified as private personal data.
- b) Your private personal data will not be processed without your explicit consent.
- c) Your personal data listed in article “a”, other than health and sexual life, can be processed without seeking your explicit consent in cases provided for by law. Personal data related to health and sexual life can only be processed by people or authorized institutions and organizations under the obligation to keep secrets for the purpose of protecting public health, preventive medicine, medical diagnosis,

treatment and care services, planning and managing health services and financing.

7.Deleting, Destroying or Anonymizing Personal Data

Although it has been processed in accordance with the provisions of Law No. 6698 and other relevant laws, your personal data will be deleted, destroyed or anonymized ex officio or upon your request if the reasons requiring its processing disappear.

8.Transfer of Personal Data

a) Your personal data cannot be transferred without your explicit consent.

b) Personal data;

b-1) In case it is clearly stipulated in the laws, it can be transferred without the explicit consent of the person concerned.

b-2) Your data about race, ethnicity, political thought, philosophical belief, religion, sect or other beliefs, disguise and dress, association, foundation or union membership, criminal conviction and security measures can be transferred without seeking your explicit consent. Personal data related to health and sexual life can only be transmitted by people or authorized institutions and organizations under the obligation to keep secrets for the purpose of protecting public health, preventive medicine, medical diagnosis, treatment and care services, planning and managing health services and financing.

9.Transfer of Personal Data Abroad

a) Your personal data cannot be transferred abroad without your explicit consent.

b) Personal data,

b-1) If clearly prescribed by law,

b-2) Your data related to race, ethnicity, political thought, philosophical belief, religion, sect or other beliefs, disguise and dress, association, foundation or union membership, criminal conviction and security measures, in cases stipulated by law,

b-3) Personal data related to health and sexual life can only be provided under the obligation to keep secrets for the purpose of protecting public health, preventive medicine, medical diagnosis, treatment and care services, healthcare and financing planning and management by individuals or authorized institutions and organizations;

In the existence of following in the foreign country where personal data will be transferred:

b-4) In existence of adequate protection,

b-5) In the absence of adequate protection to undertake an adequate protection of data in Turkey and in charge of the foreign countries and the presence of a written permission of the Board,

can be transferred abroad without your express consent.

10. Your Rights

As the data controller, you have the rights listed below:

By applying to the Company,

- a) To find out whether your personal data is processed,
- b) If your personal data is processed, requesting information about it,
- c) Learning the purpose of processing your personal data and whether they are used in accordance with their purpose,
- d) To know the third parties to whom your personal data are transferred domestically or abroad,
- e) Requesting correction of your personal data in case it is incomplete or incorrectly processed,
- f) Request your personal data to be deleted or destroyed within the framework of the conditions stipulated in Article 7 of Law No. 6698,
- g) Requesting the transactions that made in accordance with the articles “e” and “f”, to be notified to third parties to whom your personal data are transferred,
- h) Objection to the emergence of a result against you by analyzing your processed data, especially through automated systems,
- i) Requesting the removal of the damage if you are harmed due to the illegal processing of your personal data.

(It is appropriate to sign by writing "I have read, understood, and I accept".)