

## INFORMATION RELATED TO THE PROCESSING OF PERSONAL DATA OF THE CANDIDATES WHO APPLY FOR JOB



Gülermak Steel Construction Ind. & Trade Co. Inc.. ("Gülermak Steel") acts as a controller in accordance with the provisions of Personal Data Protection Law (Law No. 6698) and other applicable legislation. In this context, in order to be able to communicate with the candidate and evaluate the suitability of the candidate for the position, the required information of the candidates are submitted to Gülermak Steel either by themselves or through private employment offices; such information is recorded by either Gülermak Steel as controller or on behalf of Gülermak Steel in accordance with the conditions specified herein; is kept and updated during the period specified below and by the methods specified in the legislation related to the protection of personal data; being processed since it is mandatory for the legitimate interests of the controller and not being transferred to any third party.

### A. Personal Data Gülermak Steel Requests from the Candidates

In order to communicate with the candidates who apply for a job and to assess the suitability of the candidates for the applied position, Gülermak Steel requests the candidates' name, surname, date of birth, address, e-mail address, mobile phone number, military service situation, type of driver license, profession, resume, education and diploma information. These data are obtained via e-mails candidates send to Gülermak Steel and the applications made through the websites of the private employment offices.

### B. Recording and Storage of the Personal Data of Candidates

1. Gülermak Steel requests the above-mentioned information from the candidates in order to evaluate the suitability of the candidates and to communicate with the candidates. Even if a candidate is not recruited for the job, Gülermak Steel may keep the candidate's information at its human resources folders, folders kept in computers and other software in order to inform the candidate in case a vacant job position occurs.

2. Gülermak Steel stores the above-mentioned data of the candidates for a period of 3 years starting from the application date with the purposes explained above and destructs the data at the end of this period.

*Gülermak Steel requests candidates to provide at least the above mentioned information however, candidates are free to include any other information to their resumes. However, data related to individuals' race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing, association, foundation or union membership, health, sexual life, criminal conviction and security measures, biometric and genetic data are defined as sensitive personal data under Personal Data Protection Law and therefore the candidates are requested not to include such data in the resumes.*

*Gulermak Steel stores resumes of the candidates for 3 years for its future employee needs. The candidates who do not wish their resume to be stored by Gulermak Steel with this purpose are requested to indicate such preference while forwarding their resumes to Gulermak Steel.*

### **Your Rights**

You may submit your petition, which includes your requests to exercise your rights provided under Article 11 of the Personal Data Protection Law, either in person by submitting your identity card to Gulermak Steel located at Aliğa Organize Sanayi Bölgesi Çoraklar Mahallesi 5010.Sokak No:3-5/1 35800 Aliğa/İzmir or by sending your petition to the same address through a notary public.





[www.gulermaksteel.com](http://www.gulermaksteel.com)