

EMPLOYEE CANDIDATE INFORMATION TEXT FOR PERSONAL DATA PROTECTION

We, as Oriental Link Tütün Ticaret Anonim Şirketi (Oriental Link Tobacco Trade Joint Stock Company, “**OLT**” and/or our “**Company**”), respect the personal data we process when carrying on our operations and activities and show maximum sensitivity on the security of the personal data in the framework of existing legislation and universal values. Accordingly, we care for the security and confidentiality of personal data belonging to the employee candidates.

Our company performs the personal data processing activities according to the regulations included in the Law on Protection of the Personal Data (the “**Law**”) no: 6698.

DATA OFFICER

The subparagraph (a) of the paragraph 1 of the article 10 of the law, titled Information Obligation of the Data Officer, has brought the obligation on providing information on the identity of the data officer. In the subparagraph (ı) of the paragraph 1 of the article 3 of the law the data officer is defined as “the real or legal persons who determines the personal data processing targets and means, responsible for the establishment and management of the data recording system”. With respect to the application of the Law, our Company, registered in the Commercial registry no: 2266 and MERSIS: 0662011045800014 before the Izmir Commercial Registry Department, titled as Oriental Link Tütün Ticaret Anonim Şirketi, in the address Yedi Eylül Mahallesi Bige Özgener Caddesi No.4 Torbalı, Izmir, is the data officer and Orkun Kurşunlu, the Human Resources and Administrative affairs Manager of our Company, was assigned as the Contact Person.

THE PROCESSING PURPOSE AND LEGAL REASON FOR PROCESSING YOUR PERSONAL DATA

Your personal data is processed in the framework of the purposes and legal reasons stated below according to the Law and the secondary regulations under the Law:

In this respect, your personal data in the form of name-surname, T. R. ID number, nationality, e-mail address, telephone/fax no, residential address, date-place of birth, salary information, work information, photograph, education information, reference information, hobbies, education status and graduation information, diploma, transcript, grade certificate, job application form, information on experience outside the company (start date, end date, the province worked, the reason for leaving the work, organization department, position, company name, etc.), foreign language information, work interviews and evaluations, retirement information, military status, driving license ownership information, membership to foundations and societies shall be processed with respect to your clear consent with the purposes of planning and/or performance of the recruitment and/or personal processes of the employees, planning and/or performance of the employee application, selection and evaluation processes, planning and/or execution of the reference and/or intelligence activities for personnel procurement and/or company security processes.

In case that your job application is evaluated as positive, your personal data as criminal record and health information shall also be processed with the purposes of completing recruitment process and concluding your service contract.

THE PERSONAL DATA PROCESSED TRANSFERRED TO WHO AND FOR WHICH PURPOSE

Your personal data may be transferred to the related authorities without informing obligation and asking for your clear consent if requested in the framework of the Art. 28/4 of the Law on PDP.

In case that your personal data is requested in cases clearly stated in the laws may be transferred to the public institutions (administrative authorities like ministries, Presidency boards) stated in the laws within the purposes and restrictions anticipated in the law in the cases not anticipated in addition to this too. No information can be given because there is no such foreseeable situation at this stage. If this takes place, you shall be informed beforehand.

Your personal data is not transferred to any institution, person or organization, outside our legal obligations, with which there is no information obligation or not requiring clear consent.

THE METHOD AND LEGAL REASON FOR US TO COLLECT YOUR PERSONAL DATA

Your personal data is collected in written, verbal, printed, and electronic environment according to the current legislation by our Company. Your personal data is collected for various legal reasons to which the activities we perform base in order to conduct our commercial activities and to ensure the continuity of our company.

DATA SECURITY

We place importance to protect the confidentiality and security of all personal data processed in the organization of our Company. Accordingly, our Company takes all necessary technical and administrative security precautions for protection against unauthorized access to the personal data, damage, loss or disclosure risks.

RIGHTS OF THE OWNER OF THE PERSONAL DATA

The rights owned by the real persons, the personal data of who is processed, according to the article 11 of the Law are:

- a) Knowing whether the personal data is processed or not,
- b) If the personal data is processed, requesting information on this,
- c) Knowing the purpose of processing the personal data and whether these are used according to the purpose or not,
- d) Knowing the third persons to whom the personal data is transferred in or outside the country,
- e) In case that the personal data was processed wrong or insufficiently, requesting that these are corrected and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred.
- f) In case that the reasons requiring processing disappear, even though they are processed according to the provisions of the Law on Processing Personal Data and the other related laws, requesting that the personal data is deleted or destroyed and requesting that the procedure done in this scope is notified to the third persons to which this data is transferred.
- g) Objecting that a cause detrimental to the person himself emerges by analyzing the processed data especially by means of automatic systems.
- h) In case that damages are incurred because the personal data was processed on the contrary to the law, requesting that the damages are compensated.

In case that you, as the owner of the data, convey your requests related with your rights, listed above personally, by ensuring that your identity is verified in the address Yedi Eylül Mah. Bige Özgener Cad. No: 4 Torbalı, Izmir or to the mail address: orientallink@hs01.kep.tr , the KEP address of our Company, from your personal KEP address or through notary according to the application methods anticipated in the Communique on the Methods and Principles on Applying to the Data officer, your request shall be concluded for free as soon as possible and within at most thirty (30) days depending on the nature of your request. However, the procedure requires a

separate costs, the fee in the tariff determined by the Personal Data Protection Board may be requested.

The personal data processed according to the purposes stated above are current and correct and I was informed on the methods, purposes and legal purposes related with the processing and transferring my personal data and the rights I have by OLT.

Name-Surname :

Date :

Signature :

APPROVAL TEXT RELATED WITH PERSONAL DATA PROCESSING

I accept and approved that my personal data such as name-surname, T. R. ID number, nationality, e-mail address, telephone/fax no, residential address, date-place of birth, salary information, work information, photograph, education information, reference information, hobbies, education status and graduation information, diploma, transcript, grade certificate, job application form, information on experience outside the company (start date, end date, the province worked, the reason for leaving the work, organization department, position, company name, etc.), foreign language information, work interviews and evaluations, retirement information, military status, driving license ownership information, membership to foundations and societies, I shared with your Company, Oriental Link Tütün Ticaret Anonim Şirketi, is processed for with the purposes of planning and/or performance of the recruitment and/or personal processes of the employees, planning and/or performance of the employee application, selection and evaluation processes, planning and/or execution of the reference and/or intelligence activities for personnel procurement and/or company security processes and my data as criminal record and health information in case that my job application is resulted in positively.

Name-Surname :

Date :

Signature :



ORIENTAL LİNK TÛTÛN
TİCARET A.Ş.

JOB APPLICATION FORM

Job application forms without information text, consent text, signature and approval will not be taken into consideration and will be destroyed.

IMPORTANT

1. Please fill and sign this form with your own hand writing and completely.
2. Filling the form doesn't put our company under any obligation.
3. The service contract of the ones, hired, who give wrong information, is terminated without notification and compensation.

Name, surname	Date of birth	Place of birth	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality
Marital status Single <input type="checkbox"/> Married <input type="checkbox"/>	Address			Mail: Home Mobile

Education	Name, location of the school	Department	Education years Start - end	Graduation degree
First school				
Middle school				
High school				
University				

Language knowledge	Level of knowledge
1-	
2-	
3-	

Driving license	Date of receiving
No <input type="checkbox"/> Class
Military status	
No <input type="checkbox"/> Deferred <input type="checkbox"/> Exempt <input type="checkbox"/> Class, rank	Date of discharge
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The courses and seminars he/she participated in	Terms

Computer knowledge

THE PLACES YOU WORKED (please start from the last one)

Name, city of the company	Duty	Annual gross income	Start – end dates	Reason for leaving
1-				
2-				
3-				

	Are you retired? Yes <input type="checkbox"/> No <input type="checkbox"/>	
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The annual net income you want TL:	The date when you can start working
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I confirm and declare that the information I give in this form establishes the basis for the service contract, they are correct and complete and I shall be subjected to a trial period of Months.

Date of the application : _____ Signature of the applicant :

THIS PART SHALL BE FILLED BY THE EMPLOYER

Test results		
Signature	Signature	
Opinions of the human resources officer	Opinions of the department manager	Opinion and approval of the top level manager
Signature	Signature	Signature
Enrollment date	Department	Starting salary