

## **SANLAB INTERNET JOB APPLICATION FORM DISCLOSURE TEXT**

As SANLAB Simülasyon Araştırma Geliştirme Sanayi Ticaret A.Ş. (SANLAB), we place great importance on ensuring the security of your personal data. For this purpose, SANLAB takes all necessary measures and exercises utmost care to protect your data. In this context, we would like to inform you about the processing of your personal data in your capacity as a job applicant.

### **1. DATA RESPONSIBLE**

Our company processes your personal data in the capacity of 'Data Controller' as defined in Article 3 of the Law No. 6698 on the Protection of Personal Data.

### **SANLAB SİMÜLASYON ARAŞTIRMA GELİŞTİRME SANAYİ TİCARET A.Ş.**

**Center Address:** Cumhuriyet Mahallesi, Şişecam Yolu Sokak ARGE 12 No: 54 İç Kapı No:19 Gebze / KOCAELİ , **Telephone:** 0216 377 70 01 **E-mail address:** info@sanlab.net **KEP address:** sanlabsimulasyon@hs06.kep.tr

### **2. PURPOSES AND LEGAL REASONS FOR PROCESSING PERSONAL DATA**

Your personal data in the categories of *identity, communication, personal, financial, professional experience, visual and audio records* that we collect from you during the job application process;

- Based on the reason that it is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract (Art. 5/2-c of Law No. 6698);
  - Execution of Employee Candidate / Intern / Student Selection and Placement Processes
  - Execution of Employee Candidate Application Processes
  - Execution of Activities in Compliance with the Legislation
  - Execution of Assignment Processes
  - Monitoring and Execution of Legal Affairs
  - Execution of Communication Activities
  - Planning Human Resources Processes
  - Execution of Storage and Archive Activities
  - Execution of Contract Processes
  - Execution of Strategic Planning Activities
  - Execution of Wage Policy

- Ensuring the Security of Data Controller Operations
- Execution of Talent / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations
- Execution of Management Activities

Objectives,

- Based on the reason that data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject (Art. 5/2-f of Law No. 6698);
  - Execution of Employee Candidate / Intern / Student Selection and Placement Processes
  - Execution of Employee Candidate Application Processes
  - Execution of Activities in Compliance with the Legislation
  - Execution of Finance and Accounting Affairs
  - Execution of Assignment Processes
  - Monitoring and Execution of Legal Affairs
  - Execution of Communication Activities
  - Planning Human Resources Processes
  - Execution of Storage and Archive Activities
  - Execution of Contract Processes
  - Execution of Strategic Planning Activities
  - Tracking Requests / Complaints
  - Execution of Wage Policy
  - Ensuring the Security of Data Controller Operations
  - Execution of Talent / Career Development Activities
  - Providing Information to Authorized Persons, Institutions and Organizations
  - Execution of Management Activities

for the purposes of

processed by us.

### **3. TO WHOM AND FOR WHAT PURPOSE THE PROCESSED PERSONAL DATA IS TRANSFERRED**

Your personal data that we process;

- Natural Persons and Private Legal Entities, Group Companies; your personal data in the categories of *identity, communication, personal, finance, professional experience, visual and audio records*,
- Execution of Employee Candidate / Intern / Student Selection and Placement Processes - Execution of Employee Candidate Application Processes - Execution of Activities in Compliance with Legislation - Execution of Appointment Processes - Execution of Legal Affairs - Follow-up and Execution of Legal Affairs - Execution of Communication Activities - Execution / Supervision of Business Activities - Planning Human Resources Processes - Execution of Contract Processes

Objectives,

- To Authorized Public Institutions and Organizations; your data in the categories of *identity and communication*,
- Execution of Activities in Compliance with Legislation - Execution of Financial and Accounting Affairs - Follow-up and Execution of Legal Affairs - Execution of Communication Activities - Execution / Supervision of Business Activities - Execution of Contract Processes - Providing Information to Authorized Persons, Institutions and Organizations

Objectives,

and within the framework of the personal data processing conditions specified in Law No. 6698.

### **4. METHOD OF COLLECTING PERSONAL DATA**

Your personal data, which we collect from you personally by automatic, partially automatic or non-automatic methods provided that it is part of any data recording system, is obtained legally in electronic media through the website job application form and internet career platforms.

### **5. YOUR RIGHTS AS A PERSON CONCERNED**

You can send your requests regarding your rights under Article 11 of the Law No. 6698 regulating the "rights of the data subject" and the application of the law to [kvkk@sanlab.net](mailto:kvkk@sanlab.net) in writing or by using the registered electronic mail (KEP) address or e-mail address registered in our system or in accordance with other application procedures stipulated in the Communiqué on Application Procedures and Principles to

the Data Controller. You can access the necessary explanations and the application and information request form from our Human Resources department. We will finalize your request free of charge as soon as possible and within 30 (thirty) days at the latest - up to ten pages - depending on its nature.