

BeTuMar Endüstriyel Deniz Ürünleri Danışmanlığı İthalat ve İhracat A.Ş. (BTMCo)

Information Text On Protection Of Personal Data For Personnel

As BTMCo, we show maximum sensitivity to the security of your personal data. With this awareness, we attach great importance to the processing and preservation of all personal data belonging to all persons related to BTMCo, including those who benefit from our services, in accordance with the Personal Data Protection Law No. 6698 ("KVKK"). With the full understanding of this responsibility, as BTMCo as defined in KVKK, we process your personal data as "Data Supervisor" as explained below and within the limits prescribed by the legislation.

1. Personal And Special Quality Personal Data We Process Regarding Personnel

As BTMCo, we process the following personal data and special qualified personal data for personnel and personnel candidates.

Personal Data:

- Identification information: TCKN, first name, last name, place of birth / date, signature, marital status
- Personal information: gender, military status, citizenship information
- Contact information: phone number, E - mail address, address information
- Professional experience: title, professional experience, diploma information
- Finance: salary information, advance information, Account Number
- Physical location security: camera recordings
- Transaction security: internal email account information, IP address information
- Audio and visual information: photography, camera recordings, video and photo recordings of events / projects held within BTMCo
- Legal action: correspondence information with judicial authorities, case file information

Specially Qualified Personal Data:

- Health Information: personal health information,
- Information about security measures: criminal record

2. Collection, Processing and Processing Purposes of Personal Data

Personnel data will be processed within the scope specified in articles 5 and 6 of KVKK for the following purposes in order to ensure that the activities carried out by BTMCo are carried out in accordance with the relevant legislation and procedures.

Within the scope of fulfilling the purpose required for the performance of the employment contract,

- Arranging employee payroll envelopes and delivering them to employees
- Making salary payments to employees, executing payment processes
- Operation of private health insurance processes
- Employee leave approval and arrangements

- Making the entry and exit procedures of the employees

Within the scope of fulfilling the requirements within the scope of Labor Law, Occupational Health and Safety Law, Social Security Law, Social Insurance and General Health Insurance Law and other relevant laws and regulations;

- Organizing the personnel file and recording it for a possible audit
- Making SGK notifications, İŞKUR notifications and other legal obligation notifications
- Compliance with the information storage, reporting and informing obligations stipulated by the relevant laws and regulations and authorized regulatory institutions and other authorities
- Providing the necessary processes and documents for possible public institutions audits
- Fulfillment of court decisions

Within the scope of carrying out activities related to infirmity processes

- Approval of the rest and rest reports received from external institutions by the company, reporting to the SSK institution and recording them
- Within the scope of ensuring security in the workplace area
- Ensuring security by monitoring the office building and area with a camera
- Conducting workplace activities and implementing company policies
- Communication with the staff via e-mail and mobile devices
- Sharing content on the BTMCo website and social media accounts for company achievements and activities within the company

In addition to all these processes, BTMCo; It also processes personal data of candidate personnel by collecting their resumes via the form on the website www.btmco.com.tr, via e-mail or LinkedIn applications. Our data collection purposes within the framework of the relationship between candidate personnel applying to work in BTMCo and BTMCo are as follows:

- Seving and examining the information of candidates who apply for a job for the purpose of employing new personnel, and evaluating their suitability for the position
- Sharing the interview notes taken on the curriculum vitae within the scope of the evaluation of the application with the managers of the relevant unit.
- Confirmation of the data shared by the candidate through the reference information in the CV
- Saving CV information in the possibility of opening a suitable position for the future

3. To Whom and For What Purpose the Processed Personal Data Can Be Transferred

Your personal data collected; In order to ensure that the activities carried out by BTMCo are carried out in accordance with the relevant legislation and procedures, our customers, Company officials, business partners, service providers for the purposes of carrying out the necessary operational activities, establishing workplace security, planning and executing BTMCo human resources policies and processes. or to third parties, to legally authorized public institutions and private persons, especially SGK, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the KVK Law.

In this context, BTMCo currently:

- Conference, fair, etc. Sharing identity data with the organizing institutions and organizations in order to participate in the events
- Sharing visual records of the activities held within the company by posting them on social media and the corporate website
- Data sharing with the contracted private health insurance company, Social Security Institution and the Ministry of Labor in order to initiate and operate private health insurance processes
- Within the scope of payroll and payment, it shares the necessary data with its business partners, service providers or third parties.

4. Method and Legal Reason of Personal Data Collection

Although your personal data may vary depending on your relationship with BTMCo; It may be collected verbally, in writing or electronically through automatic or non-automatic methods, BTMCo units and offices, website, social media channels and similar means. Your personal data collected in this way can be processed and transferred for the purposes specified in articles (2) and (3) of this text within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK. In addition, your personal data may be processed when you visit our website or our company to use BTMCo services.

BTMCo, in the personal data it processes while conducting its operational processes for its personnel, has to comply with BTMCo Personal Data Processing and Protection Policy and Social Insurance and General Health Insurance Law No.510, Labor Law No.4857, Tax Procedure Law No.213, Law No.5651 on the Regulation of Publications on the Internet and 6698 It acts in accordance with the Law on Protection of Personal Data.

BTMCo keeps your personal data only for the period required for the purpose for which they are processed or in line with the relevant legislation and / or internal policies. In this context, first of all, the period stipulated in the relevant legislation for the storage of personal data is respected, and in cases where such a period is not foreseen, personal data are stored for the period required for the purpose of processing in line with the instructions in the internal policies. Personal data are deleted, destroyed or anonymized in the event of the expiration of the period or the disappearance of the reasons for processing.

5. Your Rights as a Related Person listed in Article 11 of KVKK

- As personal data owners, if you submit your requests regarding your rights to BTMCo using the methods set out below in this Clarification Text, BTMCo will finalize the request free of charge within thirty days at the latest, depending on the nature of the request. In this context, personal data owners;
- Learning whether personal data is being processed,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
- To know the third parties in the country or abroad to whom personal data have been transferred,

- To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the KVKK and other relevant laws, and to request the third parties to whom the personal data has been transferred,
- Object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- In case of damage due to unlawful processing of personal data, it has the right to demand the compensation of the damage.

In line with these rights, you can apply by filling out the application form on www.btmco.com.tr, in writing or by using your registered electronic mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified us and included in our records. It must be delivered to BTMCo. Additional verifications (such as sending a message to your registered phone, calling) may be requested by BTMCo to determine whether the application belongs to you or not, and thus to protect your rights. If the application is made by third parties on behalf of the personal data owners, the person who will make the application must have a special power of attorney issued by the notary public.

In order to use your rights stated above, your request containing the necessary information identifying your identity and your explanations about your right to use the rights specified in Article 11 of the KVKK; By filling out the application form on the website www.btmco.com.tr, you can send a signed copy of the form to Güzelyalı Mah. Güvendik Sok. No: 2 Pendik, 34903, Istanbul, Turkey with retainer documents your identity, the address can transmit the obtained personally, can send by other methods specified in the notary or kvkk' or forward relevant form as secure electronic signatures to info@btmco.com.t address. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and in any case within 30 days at the latest. However, in case of an additional cost, the company reserves the right to charge you according to the tariff determined by the Personal Data Protection Board.

Best Regards.