

JOB APPLICANT CLARIFICATION TEXT

Clarification Text on the Protection of Personal Data for Job Applicants (KVKK)

This document has been originally prepared in Turkish. In the event of any discrepancy or inconsistency between this English translation and the Turkish original, the Turkish version shall prevail and be legally binding in any legal matter, proceeding or dispute.

1. DATA CONTROLLER

This Clarification Text has been prepared in order to transparently inform you, in accordance with Law No. 6698 on the Protection of Personal Data (“KVKK”), about the methods of collecting personal data obtained from the data subjects and/or third parties, the purposes and legal grounds for processing, the principles regarding data transfers, and your rights as a data subject by the data controller, “NUN Foundation for Education and Culture Private NUN Schools Economic Enterprise, RSY İnşaat Sanayi ve Ticaret A.Ş. Beykoz Branch - NUN Schools” (hereinafter, “NUN SCHOOLS”).

2. PERSONAL DATA PROCESSED AND PURPOSES OF PROCESSING DATA

Personal Data Description Purpose of Processing Legal Base

Identity Information

Information regarding the identity of a natural person that has been identified or is identifiable. Those include full name, place and date of birth, age, photograph, ID card, and ID number.

- Conducting the job applicant/intern application process.
- Carrying out the recruitment process.
- Managing employment contract processes.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Contact Information

Information regarding the contact details of an identified or identifiable natural or legal person. Those include phone number, e-mail address, and physical address information.

- To contact the job applicant/intern regarding the application and recruitment process and, where necessary, to schedule interviews to convey job offers.
- Contracting processes.
- Tracking the requests and/or complaints of job applicants/interns.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Professional Background

Information necessary to evaluate job applicants and interns for a suitable position.

Those include professional experience, education, internship experience, foreign language skills, and other information on the CV.

These include voice recordings, telephone conversations, recordings taken during video interviews, and copies of documents containing personal data.

- Carrying out preparatory procedures related to employment and, in case of hiring, transferring such data to the personnel file.
- Enabling reports based on audio and video recordings obtained during tests and assessments conducted to evaluate role-specific competencies.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Personnel File Data

Any data related to the acquisition of personnel rights of the job applicant/intern.

Those include the CV, cover letter, assessment, and test results, military service status, and other information included in the CV.

- Managing job application, selection, and employment processes for candidate employees.
- Establishing the employment relationship.
- Assessing and verifying the adequacy of the applicant for the specific position.
- Implementing and executing our School's human resources policies.
- Ensuring that our School's activities are carried out in accordance with the relevant legislation and company policies/procedures.
- Carrying out necessary operational activities by our business units.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Physical Space Security Information

Personal data of records and documents obtained at entry to the campuses and inside. This include camera recordings and records of information taken at the security checkpoint.

- To ensure physical venue security when the job applicant/intern visits our school campuses for an interview.

May be processed based on the legal ground of being necessary for the fulfilment of the data controller's legal obligation under Article 5(2)(ç) of the KVKK.

Data Related to Recruitment Project

Information regarding the project that may be requested from the applicant during the recruitment process. Project Information will be destroyed once the recruitment process concludes. In the event of employment, it may be processed based on explicit consent.

- Managing job application, selection, and employment processes for candidate employees.
- Establishing the employment relationship.
- Assessing and verifying the adequacy of the applicant for the specific position.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Visual and Audio Information - Photographs and Camera Recordings

Excluding records under the scope of Physical Venue Security Information.

These include voice recordings, telephone conversations, recordings taken during video interviews, and copies of documents containing personal data.

- Enabling reports based on audio and video interview recordings obtained during tests and assessments conducted to evaluate role-specific competencies.

May be processed based on the legal ground of explicit consent under Article 5(1) of the KVKK.

Request/Complaint Management Information

Any record, document and report relating to requests and/or complaints submitted to NUN Schools that concern an identified or identifiable natural person.

- Tracking the requests and/or complaints of job applicants and interns.

May be processed based on the legal ground of being necessary for the fulfilment of the data controller's legal obligation under Article 5(2)(ç) of the KVKK.

3. METHOD OF COLLECTION OF PERSONAL DATA, LEGAL GROUNDS, AND TRANSFERS

Your personal data are collected, for the reasons stated above, partially or entirely by automatic or non-automatic means and in electronic form, through the following channels:

- Our website, when you submit a job application, our e-mail address, job application through career portals such as LinkedIn, and other channels that allow the collection and processing of employee personal data (particularly your CV and the information contained therein);
- Notes taken during our job interviews and within the scope of our interviews,
- CVs delivered by job applicants/interns via e-mail, courier, references and similar methods;
- Video interviews/telephone/tests (if the applicant/intern passes certain stages during the recruitment process
- Through systems and cameras used to ensure on-campus security at NUN Schools and to monitor workflow.

Based on the legal grounds set out in Article 5 of the KVKK and listed above, your personal data are obtained verbally, in writing, or electronically during recruitment and placement procedures, and are processed in whole or in part by automated means and are protected with all necessary technical and administrative measures. If explicit consent is withdrawn, data processing activities are terminated.

For the purposes specified above, your personal data may be shared with natural persons or private law legal entities, competent public authorities and institutions, and the authorised managers involved in recruitment.

4. PROTECTION OF PERSONAL DATA

NUN Schools retains your personal data only for the time being relevant legislation and/or internal policies, or for as long as required by the purpose for which they are processed. You may access our policy document via the link.

This being said, the retention periods stipulated in the relevant legislation are primarily observed. In cases where no such period is stipulated, personal data are retained for as long as necessary for the purpose of processing in line with internal policies. Upon expiry of the period or elimination of the reasons requiring processing, personal data are deleted, destroyed, or anonymised.

5. RIGHTS OF THE DATA HOLDER

The data holders are responsible for ensuring that the personal data they have shared with NUN Schools is accurate, complete, and up-to-date, and if personal data belonging to other persons are shared, this data is collected in a valid and legal manner.

Under the regulations of KVKK, the personal data owner has the right to;

- be informed whether their personal data has been processed or not,
- inquire if their data have been processed,
- inquire about the purpose of processing and whether data have been used appropriately for intended purposes,
- to obtain information regarding the third parties, in the country or abroad, to whom data have been transferred,
- to request the correction of incompletely or inaccurately processed data and to demand the postulation of the operations to the third parties the data has been transferred to,
- although it has been processed in accordance with the provisions of Law No. 6698 and other relevant laws, to request the deletion or destruction of personal data if the reasons for processing the personal data are no longer applicable to request that the transaction made in this context be notified to the third parties to whom the personal data has been transferred,
- to object to any unfavorable consequences resulting from the processing of personal data

analyzed exclusively by automatic systems,

- to claim the compensation of loss in the event of damage due to unlawful processing.

As the relevant person, you must submit your application clearly and understandably, including your requests regarding your rights, by attaching documents identifying your identity and address in the handwritten form with a wet signature, by hand, by mail, or through a notary public, to the school at Elmalı Mah. Beykoz Elmalı Yolu Sk. No:5/1 Beykoz-İstanbul Türkiye, or you can send it digitally to info@nunokullari.com e-mail address.

NUN SCHOOLS reserves the right to ask for verification of your identity before responding. The following information must be included on your application form:

- your full name, surname, and signature (if the text is submitted by hand),
- for citizens of the Republic of Türkiye, the Turkish ID number; for foreigners, the passport number or your national ID number,
- address of the place of residence based on the notification,
- your e-mail address, phone, and fax number, based on the notification,
- your subject of demand.

It is mandatory to be present and include any relevant information and documents with the application.

Requests submitted to NUN Schools will be answered electronically or in written form, depending on the nature of the request, within thirty days at the latest. In the event that responding to the request incurs a cost, such costs may be requested from you.

I have read and understood the terms.

Name Surname:

Signature:

Date:

EXPLICIT CONSENT DECLARATION

I accept the processing of my personal data collected verbally, in writing, or electronically by NUN Schools, in connection with, limited to, and proportionate to the purposes of processing specified in the Job Applicant Clarification Text above.

I Accept with Explicit Consent

I Do Not Accept

Name Surname:

Signature:

Date: