

	INTEGRATED MANAGEMENT SYSTEM MANUAL		Issue No.: 01
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EMPLOYEE- CLARIFICATION TEXT

As **Mantagas Denizcilik ve Ticaret Limited Şirketi** ("Mantagas Denizcilik" or "Company"), we attach importance to ensuring the personal data security of the people we serve. Your personal data are collected, stored, transferred and protected by us in accordance with the basic principles and data processing conditions set out in the Law No. 6698 on the Protection of Personal Data ("Law"). For this purpose, we would like to inform you about the processing of your personal data.

Detailed information about the purposes of processing your personal data by our Company; You can access the "Mantagas Denizcilik Employees Personal Data Protection and Processing Policy" available at www.mantagas.com.

1. Data Controller

Mantagas Denizcilik ve Ticaret Limited Şirketi processes your personal data in the capacity of "Data Controller" defined in Article 3 of the Law. The information of our company is as follows:

Trade Name: MANTAGAS DENIZCILIK VE TICARET LIMITED SİRKETİ

Tax Office & Tax No: USKUDAR V.D. / 6121534720

Address: SALACAK MAH. SALACAK ISKELE CAD. NO: 18 USKUDAR/İSTANBUL

Mail: crewing@mantagas.com

Tel: +90 216 201 10 21/22/23

2. The Purpose of Processing Personal Data

Within the scope of Article 10 of the KVKK and Article 5 of the Communiqué, in accordance with the processing conditions specified in Article 4 of the KVKK, personal data of employees can be processed for the following purposes:

- Depending on the service contract; fulfilment of service obligations,
- Fulfilment of employer responsibilities,
- Ensuring work safety, management, supervision and performance of work,
- Receiving and evaluating suggestions for the improvement of business processes,
- Informing about changes that may occur in our terms of service,

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- Resolving employee complaints and processing data access or correction requests, - Execution of foreign personnel work and residence permit procedures,
- Preparation of all records and documents that will be the basis of the transaction in electronic (internet/mobile etc.) or physical environment,
- Execution of contract processes within the scope of the Labour Law and all other legislation,
- Providing information to public officials on matters related to public security upon request and in accordance with the legislation,
- Fulfilment of legal obligations and exercise of rights arising from the legislation in force,
- Fulfilment of the legal obligation if requested by the relevant authority within the scope of judicial and administrative investigations and if it is mandatory to respond,
- Carrying out the application processes of employee candidates,
- Execution of fringe benefits and benefit processes for employees,
- Fulfilment of labour contractual and legislative obligations for employees,
- Carrying out training activities for employee satisfaction,
- Carrying out activities to provide training to employees,
- Conducting business activities,
- Carrying out occupational health and safety activities,
- Execution of assignment processes,
- Carrying out internal audit activities,
- Execution of performance evaluation processes,
- Providing information to authorised persons, institutions and organisations,
- Execution of emergency management processes,
- Carrying out communication activities,
- Carrying out accounting and financial affairs,
- Organisation and event management,
- Execution of information security processes,
- Carrying out storage and archive activities,
- Ensuring physical space security.

3. To Whom and for What Purpose The Processed Personal Data May Be Transferred

For the fulfillment of the Purposes listed above, your personal data may be transferred to the relevant company to which you applied, suppliers, legally authorized public institutions, and legally authorized private individuals, within the framework of legal obligations and to comply with legal requirements.

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4. Method of Collecting Personal Data and Legal Reason

Personal data may be obtained directly from the data subject, third parties and legal authorities during the establishment of a legal relationship. In this context, personal data may be collected through tools such as electronic mail, application forms and through written or verbal communication channels through verbal, written or electronic media. In accordance with the legislation, especially the Labour and Social Security Laws, personal data may be collected in order for employers to fulfil their obligations arising from the employment contract and laws in a complete and accurate manner.

Your personal data may be shared with the relevant institutions or organisations to the extent permitted and required by the provisions of the Labour Law, Occupational Health and Safety Law, Social Insurance and General Health Insurance Law, Law on Regulation of Publications on the Internet and Combating Crimes Committed through These Publications, Turkish Commercial Code, Personal Data Protection Law No. 6698, Identity Notification Law and other legislation provisions, including but not limited to; Personal Data Protection Authority, Ministry of Finance, Ministry of Customs and Trade, Ministry of Labour and Social Security, Turkish Employment Agency (İş-Kur), Information Technologies and Communication Authority. For example; personal data of employees are shared with the Social Security Institution in order to pay employee and employer premiums.

In addition, your personal data; Fulfilment of the purpose necessary for the fulfilment of the employment contract, in particular;

- We can process it in the accounting programme for the purpose of carrying out payroll transactions and updating the relevant data. This data is stored in the application's own data recording environment. In particular, in order to fulfil the requirements under the Labour Law, Occupational Health and Safety Law, Social Security Law and related legislation and other laws and legislation;
- Within the scope of banking legislation, we are able to share with the banks regarding Individual pension fund deductions (BES) and wage account and wage payments.
- We can share your health data with our occupational physician for treatment and health checks.
- We can transfer payroll information to company auditors so that they can perform their audit activities.

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- We can transfer your personal calculations to the supplier companies we have contracted with through salary and payroll application software.

In particular, in order to ensure security within our company;

- For the purpose of workplace security, we can transfer this information to the workplace building management for the supervision of entrances and exits. In particular to fulfil our legal obligations;
- In order for us to exercise our right of defence, we can be shared with our lawyers and relevant institutions within the framework of our obligation to fulfil legal requests such as court orders or requests for evidence, provided that they are in accordance with the law and procedure.

For the purpose of the administration of our company, the execution of the business, the implementation of company policies, in particular;

- In order to ensure our internal functioning with the public institutions that we are affiliated or work in partnership with, we may transfer your personal data to these institutions in order to organise their working processes.
- Necessary personal data may also be transferred to the company that purchases services on the relevant subject for reasons such as transportation, vehicle supply, business card printing, car park registration

5. Rights of the Personal Data Owner listed in Article 11 of the Law

As the personal data owner, we inform you that you have the following rights according to Article 11 of the Law:

- To learn whether your personal data is being processed or not,
- If your personal data has been processed, to request information regarding this,
- The purpose of processing your personal data and whether your personal data is used in accordance with the purpose of processing or not
- To know the third parties to whom your personal data is transferred domestically or abroad,
- To request correction of your personal data in case of an incomplete or incorrect processing
- To request deletion or destruction of your personal data within the framework of the conditions stipulated in the relevant legislation
- To request notification of the correction, deletion and destruction made in accordance with the relevant legislation to third parties with whom your personal data are shared,

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- Object to the results arising from the analysis of your processed personal data exclusively through automated systems,
- To request compensation for damages if you suffer harm due to the unlawful processing of your personal data.

You may submit your requests regarding your rights under Article 11 of the Law No. 6698 regulating the "Rights of the Relevant Person" and its implementation, the application of the law to our address crewing@mantagas.com in writing or by using the registered electronic mail (KEP) address or the electronic mail address you have previously notified to our website and registered in our system or in accordance with other application procedures stipulated in the [Communiqué on the Procedures and Principles of Application to the Data Controller](#). We will respond to your request free of charge as soon as possible and no later than 30 (thirty) days - up to ten pages - depending on its nature.