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EMPLOYEE CANDIDATE PERSONAL DATA PROTECTION AND PROCESSING POLICY

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1. SECTION 1- INTRODUCTION

1.1 Introduction

Law No. 6698 on the Protection of Personal Data ("KVKK") introduces important regulations regarding the protection and lawful processing of personal data.

The protection of personal data is among the highest priorities of **MANTAGAS DENIZCILIK NAKLIYAT VE TICARET LIMITED SİRKETİ** ("Company"). Ensuring the Company has proper processes in place for personal data processing will significantly increase its ability to act in compliance with the law, affecting all related activities.

The activities carried out by the Company regarding the protection of personal data of the Company's employees are managed by the Company within the framework of the principles set out in this Mantagas Denizcilik Employees Personal Data Protection and Processing Policy ("**Policy**").

1.2 Objective

This Policy regulates the rules that the Company must comply with when processing the personal data of the Company employees. Therefore, the purpose of this Policy is to explain the personal data processing activities carried out by the Company in accordance with the PDPC and the principles adopted for the protection of personal data and to ensure transparency by informing the persons whose personal data are processed by the Company.

1.3 Scope

The primary subject of this Policy is our Company. However, the implementation of this Policy and the regulations it contains concern our Company's employees. Candidates applying for jobs at our Company are within the scope of this Policy.

The departments responsible for the processing of personal data of employee candidates will play the most important role in executing this Policy. The responsible departments will receive support from the Personal Data Protection Committee ("KVK Committee") established by our Company within the

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scope of the execution of this Policy or designated responsible persons regarding the execution of this Policy.

1.4 Relationship of this Policy with Other Policies

This Policy regulates the actions the Company will take regarding the processing of its employees' personal data and outlines the framework of the policy the Company will establish for its employees. In cases where this Policy lacks provisions, the rules outlined in the general personal data processing policies will apply.

1.5 Updateability

This Policy may be updated from time to time in order to adapt to changing conditions and legislation. If updated, the update will be notified to the relevant persons via www.mantagas.com, via Official Mail and Nozzle Application.

2. CHAPTER 2 - PERSONAL DATA COLLECTION IN THE RECRUITMENT PROCESS

2.1 Processing Personal Data of Employee Candidates in the Recruitment and Placement Process

Under this article, special regulations to be followed by our Company regarding the processing of personal data of employee Candidates during the recruitment process are listed.

2.1.1 Personal Data Collected and Processed in the Recruitment Process

Our company may process all or some of the information specified in Article 2.7 of this policy titled "Categorisation of Personal Data" according to the nature of the application made. Our Company may also collect and process the following information of employee candidates who apply for a job:

- Name, address, date of birth, e-mail address, telephone number and other contact details,
- Resume, cover letter, past or relevant work experience or other experience, educational background, transcripts,
- Language test results or supporting or explanatory documents related to the job application,

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- Records of the information obtained during the interview in case of face-to-face interviews or by means of video conferencing, telephone, etc,
- References from previous employers or information obtained as a result of checks to verify the accuracy of the information provided by the candidate or information obtained as a result of research carried out by the company,
- Results of recruitment tests to determine ability and personality traits.

2.1.2 Purposes of Collection and Processing of Personal Data of Employee Candidates

Our Company may process the personal data of employee candidates based on one or more of the purposes specified in Article 2.8 "Purposes of Processing Personal Data" of this Policy and taking into account the nature of the application.

Our company may also collect and process the information of employee candidates for the following purposes:

- To assess the suitability of the employee candidate's qualifications, experience and interest for the open position,
- If necessary, to check the accuracy of the information provided by the employee candidate or to contact third parties to make inquiries about the employee candidate,
- To contact the employee candidate about the application and recruitment process or, if appropriate, to contact the employee candidate for any position subsequently opened domestically or abroad or for our Company, and to direct them to other group companies that may be suitable,
- To comply with any legal requirements or requests from authorized institutions or organizations,
- To develop and improve the recruitment principles applied by the Company.

2.1.3 Methods of Collection and Processing of Personal Data of Employee Candidates

During the recruitment process, personal data of employee candidates can be collected by the methods and instruments specified in this Policy and in addition to these methods and instruments they can be collected by the following methods and instruments:

- Through a digital application form published in writing or electronically,

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- Through resumes submitted by employee candidates to the company via e-mail, courier, reference and similar methods,
- Through employment or counselling companies,
- During the interview conducted via video conference, phone or in person,
- During the checks carried out to verify the accuracy of the information submitted by the employee candidates and during the researches conducted by the company,
- Through recruitment tests that identify ability and personality traits, the results of which are analysed by experts.

2.2. Research on Employee Candidates

In the event that there is a serious and specific risk regarding the Company's customers or business partners and there is no more reasonable method to obtain the necessary information, research can be conducted on employee candidates.

The research to be conducted will generally aim to determine the accuracy of the information provided by the employee candidates. In addition, it will also be among the objectives of the research to determine the information that the employee candidates hide about themselves and that may cause the above-mentioned risks to arise.

If our company deems it necessary to conduct additional research on the candidates, the candidates are notified of the research to be conducted on them at the initial stages of the recruitment process. In the event that our company conducts a research on the applicant, the research is carried out as close to the finalisation of the recruitment process as possible. Comprehensive research is not carried out on all pre-qualified candidates. However, comprehensive research can be carried out on candidates who are likely to be selected for the vacant position.

If the collection of information and documents from a third party during the research depends on the consent of the candidate, our Company must obtain explicit consent from the candidate. Instead of obtaining explicit consent via a third party, the method of obtaining explicit consent directly from the candidate should be preferred as much as possible.

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In the event that a research is carried out on prospective employees, the Company shall, where possible, inform the candidate separately about the purpose and scope of the research, the personal data used and the results of the research. Employee Candidates can contact our Company at any time about the research to be conducted on them.

2.3 Principles Regarding the Processing of Personal Data of Candidate Employees

2.3.1 Processing in accordance with the Law and Good Faith

In the processing of personal data, we act in accordance with the principles introduced by legal regulations and the general rule of trust and honesty. In this context, personal data are processed proportionally and limited to the purpose for which they are processed.

2.3.2 Ensuring that Personal Data is Accurate and Up-to-Date When Necessary

Taking into account the legitimate interests of employee candidates, periodic checks and updates are carried out to ensure that the processed data are accurate and up-to-date, and necessary measures are taken in this direction. In this context, systems for checking the accuracy of personal data and making necessary corrections are established within our Company.

2.3.3 Processing for Specific, Explicit and Legitimate Purposes

Personal data are processed based on clear and precise data processing purposes. Personal data are processed only to the extent necessary for these purposes. The purpose for which the data will be processed is determined before the personal data processing activity begins.

2.3.4 Being relevant, limited and proportionate to the purpose for which they are processed

Personal data are processed in a manner suitable for the realisation of the specified purposes and the processing of personal data that are not related to the realisation of the purpose or that are not needed is avoided.

2.3.5 Preservation for the Period Stipulated in the Legislation or Required for the Purpose for which they are Processed

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Our Company retains personal data only for the period specified in the relevant legislation or for the period required for the purpose for which they are processed. In this context, firstly, it is determined whether a period of time is stipulated for the storage of personal data in the relevant legislation, if a period of time is determined, this period is complied with, and if a period of time is not determined, personal data is stored for the period required for the purpose for which they are processed. In the event that the period expires or the reasons requiring processing disappear, personal data are deleted, destroyed or anonymised according to the principles of the policy applied by our Company in this direction, unless there is a legal reason that allows them to be processed for a longer period of time.

2.4 Conditions for Processing Personal Data of Employee Candidates

The explicit consent of the personal data owner is one of the legal grounds that make it possible to process personal data in accordance with the law. Apart from explicit consent, personal data can also be processed in the presence of one of the other conditions listed below. The basis of the personal data processing activity may be only one of the following conditions, or more than one of these conditions may be the basis of the same personal data processing activity. In the event that the processed data is sensitive personal data, in addition to the rules written here; the conditions stated below under the heading "Processing of Sensitive Personal Data under this article shall apply.

2.4.1 Processing of Personal Data of Employee Candidates Based on Explicit Consent

Personal data of employees candidates are processed based on explicit consent, unless processed based on a different condition. Employee candidates are informed about which personal data are processed, for what purposes and for what reasons their personal data are processed, from which sources their personal data are collected, with whom these personal data will be shared and how they will be used, and their explicit consent is obtained in this way.

Obtaining explicit consent is prepared specifically for each data collection source, taking into account the source from which personal data is collected.

2.4.2 Explicit Provision in the Laws

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In cases where the law explicitly provides for the processing of personal data, the Company processes the personal data of the employee candidate, whose processing is required by law, without obtaining his/her explicit consent.

2.4.3 Failure to Obtain the Explicit Consent of the Relevant Person Due to Actual Impossibility

In the event that it is mandatory to process the personal data of the employee candidate who is unable to disclose his/her consent due to actual impossibility or whose consent cannot be recognised as valid, in order to protect the life or physical integrity of himself/herself or another person, the data can be processed without obtaining the explicit consent of the employee candidate.

2.4.4 Direct Relevance to the Establishment or Performance of the Contract

Provided that it is directly related to the establishment or performance of a contract, data can be processed if it is necessary to process personal data of the parties to the contract.

2.4.5 Fulfilment of Legal Obligations by the Company

If processing is mandatory to fulfil legal obligations as a data controller, the data of the employee candidate can be processed without obtaining explicit consent.

2.4.6 Publicisation of Personal Data of the Employee Candidates

In the event that the personal data of the employee candidate has been made public by the employee, the data can be processed without the need for explicit consent.

2.4.7 In The Event That Data Processing is Mandatory for the Establishment or Protection of a Right

If data processing is mandatory for the establishment, exercise or protection of a right, data can be processed without the explicit consent of the employee candidate.

2.4.8 Processing of Data Based on Legitimate Interest

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Provided that it does not harm the fundamental rights and freedoms of the employee candidate, data can be processed without obtaining the explicit consent of the employee candidate if data processing is mandatory for the legitimate interests of the company.

2.5 Processing of Sensitive Personal Data

Data relating to the race, ethnic origin, political opinions, philosophical beliefs, religion, sect or other beliefs, appearance and cloths, membership of associations, foundations or trade unions, health, sexual life and criminal convictions, and biometric and genetic data of employee candidates are sensitive personal data.

Except for those required by legal obligation or the nature of the job, our company cannot discriminate on the basis of sensitive personal data in order to make a recruitment decision or process sensitive personal data for these purposes in the recruitment process. If it is necessary to process sensitive personal data due to the nature of the job or legal obligation, only sensitive personal data that fall within this scope can be processed as limited as possible. In such case, the candidate is informed about the reason for requesting the sensitive personal data to be processed and the purpose of use, either on the application form or in a separate explanatory note.

If the sensitive personal data required to be requested are of a nature that can be collected from the candidate at later stages, these data cannot be requested at the first stage of the recruitment process.

2.5.1 Processing of Sensitive Personal Data Based on Explicit Consent

Sensitive personal data can be processed with the explicit consent of the employee candidate. Explicit consent can be processed by taking the principles specified in this Policy and necessary administrative and technical measures according to the nature of the sensitive personal data.

2.5.2. Cases Where Sensitive Personal Data Can Be Processed Without Explicit Consent

Sensitive personal data are processed in the following cases, provided that adequate measures to be determined by the Personal Data Protection Board ("Board") are taken in cases where there is no explicit consent of the employee candidate:

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- In cases stipulated by law in terms of sensitive personal data other than the health and sexual life of the employee candidate,
- In terms of sensitive personal data related to the health and sexual life of the employee candidate, if it is processed by persons under the obligation of confidentiality or by authorised institutions and organisations for the protection of public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing.

2.6. Enlightening and Informing the Employee Candidates

Personal data owners are informed by the Company during the collection of personal data. In this context, the identity of the Company representative, if any, the purpose for which personal data will be processed, to whom and for what purpose the processed personal data can be transferred, the method and legal reason for collecting personal data and the rights of employee candidates are notified to them.

In case the employee candidates request information regarding their personal data, the necessary information is provided by the Company.

2.7 Categorisation of Personal Data

Within the scope of this Policy, the Company processes the personal data of the Employee candidates in the following categories.

Personal Data Categorisation	Personal Data Categorisation Description
Identity Information	Data such as name-surname, national ID no, nationality, place of birth, date of birth, gender, and documents like a driver's license, ID card, or passport, as well as tax number, social security number, etc.
Employee Candidate Information	All kinds of personal data processed for obtaining information that will be the basis for the evaluation of employee candidates for the appropriate position in recruitment processes (including military service status information, education information, reference information).

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Contact Details	Information such as telephone number, address, e-mail address, fax number
Physical Space and Security Information	Personal data related to the records and documents taken at the entrance to the physical space, during the stay in the physical space; camera records, records taken at the security point, etc.
Audio/Visual Information	Photographs and camera recordings (excluding recordings within the scope of Physical Space Security Information), voice recordings and data contained in documents that are copies of documents containing personal data
Personal Information	All kinds of personal data processed for obtaining information that will be the basis for the personal rights of employee candidates
Special Categories of Personal Information	Data relating to race, ethnic origin, political opinions, philosophical beliefs, religion, sect or other beliefs, appearance and clothes, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data
Request / Complaint Method Information	Personal data clearly belonging to an identified or identifiable real person, processed partially or completely automatically or non-automatically as part of the data recording system; Personal data relating to the receipt and evaluation of any request or complaint addressed to our Company

2.8 Purposes of Processing Personal Data

The personal data is processed for the following purposes and conditions:

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- The relevant activity regarding the processing of your personal data is clearly stipulated in the laws,
- The processing of your personal data by our Company is directly related and necessary for the establishment or performance of a contract,
- Processing of personal data is mandatory for our Company to fulfil its legal obligations,
- Provided that the personal data is publicised by the employee candidate; processing by our Company limited to the purpose of publicisation,
- Processing of personal data by our Company is mandatory for the establishment, use or protection of the rights of our Company, employee candidates or third parties,
- It is mandatory to carry out personal data processing activities for the legitimate interests of our Company, provided that it does not harm the fundamental rights and freedoms of employee candidates,
- The processing of personal data by our company is mandatory for the protection of the life or physical integrity of the personal data owner or someone else, and in this case, the personal data owner is unable to disclose his consent due to actual impossibility or legal invalidity.

In this context, our Company processes your personal data especially for the purposes specified in Article 2.1.2. If the processing activity carried out for the aforementioned purposes does not meet any of the conditions stipulated under the Law of the Protection of Personal Data, the explicit consent of the employee candidates is obtained by our Company regarding the relevant processing process.

2.9 Special Situations Where Personal Data Is Processed

2.9.1 Processing Of Your Personal Data Within The Scope Of Observing Equal Opportunities

Personal data of employee candidates can be processed to the extent necessary in order not to discriminate between employee candidates due to differences such as race, ethnic origin, religion, sect, disability and sexual preferences and to ensure equal opportunities among all employee candidates.

To ensure equal opportunities, anonymised data of employee candidates are primarily used. If anonymised data is not sufficient, personal data is processed.

2.9.2 Processing of Personal Data Regarding Internet Usage

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In the event that personal data of employee candidates are obtained during the use of the internet in cases permitted by the legal legislation, the provisions of this Policy shall apply to the personal data obtained.

2.9.3 Processing of Personal Data Related to Security Camera Application

In case personal data is obtained due to the use of camera recordings for security or similar purposes at the workplace; Your personal data obtained can be processed for purposes such as investigating a suspicious transaction in the future, resolving a dispute or using it as evidence in case of a complaint, or for other purposes specified in this Policy.

SECTION 3 – 3 TRANSFER OF PERSONAL DATA TO THIRD PARTIES

Personal data and sensitive personal data can be transferred to third parties by taking necessary security measures in line with the purposes of processing.

3.1 Transfer of Personal Data

Personal data may be transferred to third parties in line with the purposes of data processing, if the data owner has explicit consent. If the employee candidate does not have explicit consent, personal data may be transferred to third parties in the presence of the following cases:

- If there is a clear regulation in the laws regarding the transfer of personal data,
- If it is mandatory for the protection of the life or physical integrity of the employee candidate or someone else, and if the personal data owner is unable to disclose his/her consent due to actual impossibility or if his/her consent is not legally valid;
- If it is necessary to transfer the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract,
- If personal data transfer is mandatory in order to fulfil a legal obligation of the Company,
- If personal data has been made public by the Employee Candidate,
- If personal data transfer is mandatory for the establishment, exercise or protection of a right,
- If personal data transfer is mandatory for the legitimate interests of the Company, provided that it does not harm the fundamental rights and freedoms of the employee candidate.

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3.2 Transfer of Special Categories of Personal Data

Sensitive personal data of the employee candidate can be transferred to third parties in the following cases:

- With the explicit consent of the employee candidate or
- Without the explicit consent of the employee candidate;
 - ⇒ Sensitive personal data other than the health and sexual life of the employee candidate (race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothes, membership of associations, foundations or trade unions, criminal convictions and security measures, and biometric and genetic data), in cases stipulated by law,
 - ⇒ Sensitive personal data relating to the health and sexual life of the employee candidate can only be transferred for the purposes of protecting public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing, and for processing by persons or authorised institutions and organisations under the obligation of confidentiality.

3.3 Third Parties To Whom Personal Data Are Transferred and Purposes of Transfer

Your personal data may be transferred to the categories of persons listed below:

- (i) To the officials of the Company,
- (ii) Legally authorised public institutions and organisations,
- (iii) to legally authorised private law individuals.

The scope of the above-mentioned persons to whom data is transferred and the purposes of data transfer are stated below.

Persons To Whom Data Can Be Transferred	Definition	Purpose of Data Transfer
Company Official	Company board members and other authorised individuals	In accordance with the provisions of the relevant legislation, limited to the design of strategies regarding the Company's

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		commercial activities and for audit purposes
Legally Authorised Public Institutions and Organisations	Public institutions and organisations authorised to receive information and documents from the Company in accordance with the provisions of the relevant legislation	Limited to the purpose requested by the relevant public institutions and organisations within the legal authority
Legally Authorised Private Legal Entities	Private law persons authorised to obtain information and documents from the Company in accordance with the provisions of the relevant legislation	Limited to the purpose requested by the relevant private law individuals within their legal authority

3.4 Transfer of Personal Data Abroad

Personal data can be transferred to foreign countries declared by the Board to have adequate protection or, in the absence of adequate protection, to foreign countries where the data controllers in Turkey and the relevant foreign country undertake in writing to provide adequate protection and where the Board has authorised such transfer.

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3.4.1 Transfer of Personal Data Abroad

Personal data can be transferred abroad in the presence of the explicit consent of the employee candidate for the purposes of data processing or in the absence of the explicit consent of the employee candidate in the presence of one of the following cases:

- If there is a clear regulation in the laws regarding the transfer of personal data,
- If it is mandatory for the protection of the life or physical integrity of the employee candidate or someone else, and if the personal data owner is unable to disclose his/her consent due to actual impossibility or if his/her consent is not legally valid;
- If it is necessary to transfer the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract,
- If personal data transfer is mandatory to fulfil a legal obligation of the Company,
- If the personal data has been made public by the prospective employee,
- If personal data transfer is mandatory for the establishment, exercise or protection of a right,
- If personal data transfer is mandatory for the legitimate interests of the Company, provided that it does not harm the fundamental rights and freedoms of the employee candidate.

3.4.2. Transfer of Special Categories of Personal Data Abroad

Special categories of personal data may be transferred abroad in the following circumstances:

- With the explicit consent of the employee candidate or
- Without the explicit consent of the employee candidate;
 - ⇒ Special categories of personal data other than the health and sexual life of the employee candidate (*race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothes, membership of associations, foundations or trade unions, criminal convictions and security measures, and biometric and genetic data*), in cases stipulated by law,
 - ⇒ Special categories of personal data relating to the health and sexual life of the employee candidate. can only be transferred for the purposes of protecting public health, preventive medicine, medical diagnosis, treatment and care services, planning and management of health

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services and financing, by persons or authorised institutions and organisations under the obligation of confidentiality.

SECTION 4 – 4 STORAGE PERIODS OF PERSONAL DATA

While determining the retention period of personal data, the obligations imposed by legal regulations are taken into consideration. Apart from legal regulations, the retention period is determined by taking into account the purpose of processing personal data. In the event that the purpose of data processing disappears, the data is deleted, destroyed or anonymised unless there is another legal reason or basis that allows the data to be kept.

If the purpose of processing personal data has expired and the retention periods determined by the relevant legislation and the Company have expired; personal data can only be stored for the purpose of constituting evidence in possible legal disputes or to assert the relevant right related to personal data or to establish a defence. In the establishment of the periods here, the retention periods are determined based on the statute of limitations for the assertion of the right in question and the examples in the requests previously addressed to the Company on the same issues despite the expiration of the statute of limitations. In this case, the stored personal data can not be accessed for any other purpose and access to the relevant personal data is provided only when it is required to be used in the relevant legal dispute. Personal data are deleted, destroyed or anonymised after the aforementioned period expires.

SECTION 5 – 5 SECURITY OF PERSONAL DATA

In order to ensure the security of personal data, reasonable measures are taken to prevent unauthorised access risks, accidental data loss, deliberate deletion of data or damage to data. All necessary technical and physical measures are taken to prevent access to personal data by persons other than those authorised to access it. In this context, especially the authorisation system is designed in such a way that no one can access more personal data than necessary. While ensuring the security of sensitive personal data such as health data, stricter measures are taken compared to other personal data. Authorised persons are subjected to the necessary security checks. In addition, these persons are trained about their duties and responsibilities. Records of access to personal data are kept to the extent permitted by technical means and these records are examined at regular intervals. In case of

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unauthorised access, an investigation is initiated immediately. Mantagaz Denizcilik employees who process personal data comply with the following obligations in order to ensure the security of the processed data:

- To act lawfully and honestly in matters related to the protection of personal data,
- Process personal data accurately, completely and in thoroughly,
- Take necessary actions to update personal data that has lost its relevance,
- Notify the relevant manager when he/she notices any unlawfulness in the processing of personal data,
- Provide necessary guidance to enable the exercise of legal rights regarding personal data.

SECTION 6 - 6 SPECIAL RULES REGARDING PERSONAL DATA COLLECTED AND PROCESSED IN RELATION TO THE HEALTH OF EMPLOYEE CANDIDATES

6.1 Separate Storage of Health Data and Employees Authorised to Process Health Data

Health data are stored separately from other personal data in order to protect them from unauthorised access and to provide higher security, to the extent possible by the Company. The Company takes care to process health data in the narrowest possible scope. In cases where it is necessary to process health data, information is provided to ensure that the persons authorised to carry out this processing understand the sensitivity of this data and take the necessary measures.

6.2 Treatment of Health Data as Sensitive Personal Data

The health data of employee candidates is considered as sensitive personal data. All measures applied for special categories of personal data are also applied for health data.

6.3 Access to Health Data

Access to health data may only be granted, if necessary, by authorised Company employees. In addition, health data may be disclosed to managers to the extent necessary for them to fulfil their administrative roles.

CHAPTER 7- 7 LEGAL RIGHTS OF EMPLOYEE CANDIDATES AND EXERCISING METHODS OF THEM

7.1 Legal Rights Regarding Personal Data

Employee candidates can exercise the following legal rights concerning their personal data:

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- a. To learn whether personal data is being processed,
- b. Requesting information if personal data has been processed,
- c. To learn the purpose of processing personal data and whether they are used in accordance with their purpose,
- d. To know the third parties to whom personal data are transferred domestically or abroad,
- e. To request correction of personal data in case of incomplete or incorrect processing,
- f. To request the deletion or destruction of personal data within the framework of the conditions stipulated in the relevant legislation,
- g. To request notification of the transactions made pursuant to subparagraphs (e) and (f) to third parties to whom personal data are transferred,
- h. To object to the emergence of a result to the detriment of the person himself/herself by analysing the processed data exclusively through automated systems,
- i. In case of damage due to unlawful processing of personal data, to demand compensation for the damage.

7.2 Principles Regarding the Exercise of Legal Rights Regarding Personal Data

You can send your requests regarding your rights under Article 11 of Law No. 6698 regulating the "Rights of the Relevant Person" and 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 Application Procedures and Principles to the Data Controller](#). We will finalise 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.