

Job Applicant Privacy Notice

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INFORMATION NOTICE TO JOB APPLICANTS REGARDING THE PROCESSING OF YOUR PERSONAL DATA

Dear Job Applicant;

This information notice has been prepared by **Alsero Tourism Trade Limited Company**, acting as the data controller, to inform you of the purposes, legal bases, methods of collection, potential recipients, and your rights under Law No. 6698 on the Protection of Personal Data (“LPPD”), pursuant to Article 10 of Law No. 6698 and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

We do not have absolute control over the information contained in the résumés you send to our Company or on the websites through which you contact us. *We recommend that you do not share with our Company any personal data or special categories of personal data that you do not wish us to know.*

Which Personal Data of Yours Is Processed by Our Company?

Data Categories	Examples of Data Processed in This Category
Identity Data	Your name, surname, date of birth, place of birth, gender, marital status
Contact Data	Your telephone number, postal address, email address
Employment Record Data	Your résumé/CV, military service status
Professional Experience Data	Information regarding your work experience, your education level, diplomas, certificates, trainings received, skills, courses attended, driver’s license details, SRC Certificate
Visual and Audio Recordings	Visual and audio recordings you have shared with our Company
Health Data	Information on chronic illnesses and disability status

In addition to the above;

Your salary expectations;

Your hobbies,

Your references (personal and contact details of the reference person),

Other information you have added to your résumé

If shared with us, these will be processed in accordance with the LPPD.

These data may be retained by **Alsero Tourism Trade Limited Company** for up to one year if your job application is not approved, and if approved, for up to ten years from the date you leave employment.

2. For What Purposes Do We Process Your Personal Data?

The personal data described above are processed for the performance of the Employment Agreement for the following purposes:

- Selection of Job Applicants / Interns / Students
- and the Conduct of Placement Processes
- Execution of Job Applicants' Application Processes
- Carrying Out Communication Activities
- Planning of Human Resources Processes
- Conducting Activities in Compliance with Legislation
- Storage and
- Execution of Archiving Activities

3. By Which Methods and on What Legal Grounds Do We Process Your Personal Data?

The personal data in question are processed pursuant to Article 5 of the LPPD on the following legal grounds:

“being necessary for the data controller to fulfill its legal obligation”,

“being necessary for the legitimate interests of the data controller, provided that it does not prejudice the fundamental rights and freedoms of the data subject”

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“being necessary for the processing of personal data of the parties to a contract, provided that it is directly related to the establishment or performance of a contract”

based on these legal grounds, by automated means (for example, automatic transmission to our system via the internet) or by non-automated means (for example, noting information you provide to us by telephone).

4. To Whom and For What Purposes Do We Transfer Your Personal Data?

Your personal data may be transferred to judicial authorities or relevant law enforcement bodies for the resolution of legal disputes or upon request as required by applicable legislation.

5. What Are Your Rights Regarding the Processing of Personal Data and How Can You Exercise These Rights?

You may submit requests regarding your rights set out in Article 11 of the LPPD to **Alsero Tourism Trade Limited Company** in writing or by using registered electronic mail (KEP), secure electronic signature, mobile signature, or the email address previously notified by you to the data controller and registered in the data controller's system, in accordance with Article 5 of the Communiqué on Application Procedures and Principles to the Data Controller. An application form that you may use has been published on our website to inform you and to facilitate your application.

Data Controller: Alsero Tourism Trade Limited Company

Address: Balgat 1410 Street No 2/1 Çankaya- Ankara

E-mail: kvkk@alserotours.com

Bu belge elektronik ortamda oluşturulmuştur; SHA256 + HMAC + hash-zinciri ile bütünlüğü ispatlanır.