

PROTECTION OF PERSONAL DATA

Job Applicant Clarification Text

According to the Personal Data Protection Law No. 6698 ("Law"), HILKA TURİZM TİCARET ANONİM ŞİRKETİ (hereinafter referred to as "J'adore Deluxe Hotel & Spa") is defined as the data controller because it processes personal data related to you. According to Article 10 of the Law, titled "Obligation to Inform," data controllers are obliged to inform real persons whose personal data they process on certain matters. This text has been prepared by J'adore Deluxe Hotel & Spa in order to ensure compliance with the legislation as well as to be transparent and accountable.

Definitions

- **Obligation to inform:** The obligation of the data controller or the person authorized by them to inform the relevant persons during the acquisition of personal data regarding the identity of the data controller, the purpose for which the 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 other rights listed in Article 11 of the Law.
- **Relevant person (Data subject):** The real person whose personal data is processed. You, our esteemed job applicant who has applied for a job and whose personal data will be processed for this reason, are defined as the relevant person by the law.
- **Personal data:** Any information relating to an identified or identifiable real person.
- **Processing of personal data:** Any operation performed on data such as obtaining, recording, storing, preserving, altering, reorganizing, disclosing, transferring, taking over, making available, classifying, or preventing the use of personal data by fully or partially automated means or non-automated means provided that it is part of any data recording system.
- **Data controller:** The real or legal person who determines the purposes and means of processing personal data and is responsible for the establishment and management of the data recording system. J'adore Deluxe Hotel & Spa is the data controller responsible for the personal data concerning you.

Your Processed Personal Data, Purposes, and Legal Grounds by Processes

1. In case you provide the graduation certificate of the last educational institution you graduated from:

Processed Personal Data	Process Description / Detail
Identity (Name, Surname, Mother's Name, Father's Name, Date of Birth, TCKN),	We process your personal data on the left in order to have information about the team members we will work together with.

Professional Experience (Graduated Program, Graduation Information)

- Purpose: Conducting Candidate/Intern/Student Selection and Placement Processes (Learning educational status) -> Legal Basis: KVKK Art. 5/2(c): "Processing of personal data belonging to the parties of a contract is necessary, provided that it is directly related to the conclusion or fulfillment of that contract."
- Purpose: Execution of Storage and Archive Activities (Storing the document showing educational status) -> Legal Basis: KVKK Art. 5/2(ç): "It is mandatory for the data controller to fulfill its legal obligation" (In accordance with the Labor Law No. 4857 Art. 75).
- Collection Method: Obtained through non-automated methods by acquiring a copy of the physical document.

2. In case you submit your driver's license due to the requirements of the job position:

Processed Personal Data	Process Description / Detail
Professional Experience (Driver's License Information)	We process your personal data on the left to evaluate your suitability for the specific required driving duties.

- Purpose: Conducting Candidate Application Processes (Receiving job applications) -> Legal Basis: KVKK Art. 5/1: "Personal data shall not be processed without the explicit consent of the data subject."
- Purpose: Execution of Storage and Archive Activities (Storing job applications) -> Legal Basis: KVKK Art. 5/2(f): "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject."
- Collection Method: Obtained through non-automated methods by filling out the physical document.

3. If you are applying as a male candidate:

Processed Personal Data	Process Description / Detail
Professional Experience (Military Service and Deferment Status Information)	We process your military status information to verify your availability for long-term or uninterrupted employment.

- Purpose: Conducting Candidate Application Processes (Receiving job applications) -> Legal Basis: KVKK Art. 5/1: "Personal data shall not be processed without the explicit consent of the data subject."
- Purpose: Execution of Storage and Archive Activities (Storing job applications) -> Legal Basis: KVKK Art. 5/2(f): "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject."

- Collection Method: Obtained through non-automated methods by acquiring a copy of the physical document.

4. In case you fill out a Job Application Form:

Processed Personal Data	Process Description / Detail
Other Information (Job Applicant Transaction: Applied workplace details, applied position, lodging request, requested salary) Visual and Audio Records (Photograph) Legal Transaction (Application date, retirement status info) Contact (Address, E-mail address, Phone number) Identity (Name, Surname, Gender, Date of birth, Place of birth, Marital status, TCKN) Professional Experience (Previous employment status in the enterprise, graduation degree, graduation date, studied department, studied school, previous work experiences: entry-exit dates, duty, workplace name, salary, special courses/certificates info, foreign language skills)	We process your extensive profile details provided in the job application form to comprehensive evaluate your candidacy.

- Purpose: Conducting Candidate Application Processes (Receiving job applications) -> Legal Basis: KVKK Art. 5/1: "Personal data shall not be processed without the explicit consent of the data subject."

- Purpose: Execution of Storage and Archive Activities (Storing job applications) -> Legal Basis: KVKK Art. 5/2(f): "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject."

- Collection Method: Obtained through non-automated methods by filling out the physical document.

Data Transfer and Sharing (All Processes)

- Your personal data may be transferred to competent official authorities upon request within the framework of KVKK Art. 28/1, without any obligation to inform and without obtaining your explicit consent.
- In addition, in unforeseen situations, your personal data may be transferred to authorized public institutions (such as ministries or administrative authorities) upon request, provided it is explicitly specified in laws and remains within the legally prescribed purposes and limitations.
- Outside of our legal obligations that do not require explicit consent and an obligation to inform, your personal data is strictly not transferred to any third party.

Your Rights Regarding Your Personal Data

Relevant persons must first submit their requests regarding their personal data to the data controller. In accordance with the Law, you can exercise the following rights:

- To learn whether your personal data is processed,
- To request information if your personal data has been processed,
- To learn the purpose of processing your personal data and whether they are used appropriately for their purpose,
- To know the third parties to whom your personal data is transferred at home or abroad,
- To request correction of your personal data if it is incomplete or incorrectly processed,
- To request the deletion or destruction of your personal data in the event that the reasons requiring its processing cease to exist,
- To request notification of the operations made pursuant to the clauses of correction, deletion, or destruction to third parties to whom your personal data has been transferred,
- To object to the occurrence of a result against you by analyzing your processed data exclusively through automated systems,
- To request the compensation of the damage in case you suffer damage due to unlawful processing of personal data.

Application Method

- In writing to: KARDELEN MAH. 2164 CAD. AKKENT 1 SITESİ SİTESİ 4.BLOK NO: 3/4 İÇ KAPI NO: 4 YENİMAHALLE / ANKARA,
- Via secure electronic signature or mobile signature to: hilkaturizm@hs01.kep.tr,
- Via e-mail to: kvkk@jadorehotel.com using the same e-mail address, provided that your electronic mail address is registered in our system.

Mandatory elements in your application: Your name, surname, and signature if the application is in writing; Your T.C. ID number for citizens of the Republic of Turkey; your nationality, passport number, or ID number (if any) if you are a foreigner; Your residential or workplace address for notification; Your electronic mail address, telephone, and fax number (if any) for notification; and the subject of your request. It is mandatory to include these elements, and any information and documents related to the subject must also be attached to the application. J'adore Deluxe Hotel & Spa reserves the right to verify your identity. You can access the procedural rules and more detailed information from the "Communiqué on the Procedures and Principles of Application to the Data Controller" of the Personal Data Protection Authority.