

CLARIFICATION TEXT

A. Introduction

This clarification text has been prepared in order to inform you about the principles regarding the processing of your personal data collected during your job application for positions to be opened in our facilities belonging to BHM Otelcilik A.Ş.

B. Personal Data Collected:

We collect and process the following personal data about you:

Identity Information	Name, Surname, Nationality, Civil status, Date of birth, T.R. ID number
Contact Information	Telephone number, full address information, e-mail information
Financial Information	The amount of salary requested, and the amount of salary received at the last workplace
Educational Information	Education and foreign language status, certificate, course, and diploma information (digital and printed documents, etc.), trainings and skills, personality inventory, CV information
Visual and Auditory Data	Photographs, video, and audio recordings of interviews with candidates, closed circuit security camera footage
Other	Vehicle information, driving licence, hobbies, reference information, work experience, health/disability status, military service information

C. Collection, Processing and Processing Purposes of Personal Data:

Your personal data that you will share with our company is used limited to the following purposes:

- Fulfilment of obligations arising from legislation such as Labour Law No. 4857, Occupational Health and Safety Law No. 6331, Social Security and General Health Insurance Law No. 5510, Identity Notification Law No. 1174, Law No. 5651 on the Regulation of Publications on the Internet and Combating Crimes Committed through These Publications, Tax Procedure Law No. 213.
- Determination of compliance with the qualifications and characteristics sought for the vacant position,
- To be utilised in vacant positions that may arise in the future,
- Internal reporting and keeping records.

D. Method and Legal Grounds for Collecting Personal Data:

Within the scope of the above-mentioned purposes, your personal data are collected verbally, in writing or electronically by automatic or non-automatic methods such as career portals, website and physically, based on the legal reasons specified in Article 5, paragraph 1 and 2 of the Law on the Protection of Personal Data.

E. Force Majeure:

Within the scope of measures taken or to be taken for force majeure events such as COVID-19 and similar global or regional epidemics, infectious diseases, earthquakes, floods, wars, states of emergency, symptom information (fever, loss of smell, shortness of breath, etc.), chronic disease, allergic and pregnancy status, medication and previous treatment information, health information such as blood pressure, pulse, respiration and fever, HES code information, vaccination card information, PCR test result, special permission document within the scope of circulars published by the Ministry of Internal Affairs of the Republic of Turkey, your personal and / or special quality personal data requested in accordance with the decisions of the Ministry and the Presidency may be processed for the following purposes:

- Protection of public health and safety,
- Providing a healthy environment in the business and facility buildings of our company as required by the safe tourism certificate etc,
- Monitoring the health status / disease risk of our guests and visitors, carrying out medical diagnosis, treatment, and care services,
- Implementation of isolation/quarantine processes notified by the ministries, provision of preventive health services,
- Ensuring compliance with national and international legislation to which our facilities are subject and fulfilling the obligations arising from the relevant legislation,
- Compliance with the rules set by national/international health authorities,
- Ensuring the continuity and execution of our business activities.

F. Transferring of Personal Data:

We may transfer/share your personal data:

- **With service providers**, regarding services such as sending e-mails
- **With Group Companies**, sharing CV information, storing it in the candidate pool

In addition, your personal data you share can be transferred to the server system, cloud storage system.

G. Rights of the Data Subject as a Relevant Person:

As the relevant person, you have the following rights by applying to our Company:

- To request whether personal data is processed or not, and if processed, to request information regarding this,
- To learn the purpose of processing the data and whether they are used in accordance with their purpose,
- To know the third parties to whom personal data are transferred domestically or abroad,
- To request correction of personal data in case of incomplete or incorrect processing,
- In the event that the conditions for processing are no longer applicable, to request that it be deleted or destroyed and, if it has been transferred, to notify the third parties to whom it has been transferred,
- In case of any damage caused by unlawful processing of personal data, to demand compensation for the damage

H. Identity of the Data Controller and Application to our Company:

Your personal data collected during your job application for the positions to be opened in our facilities belonging to BHM Otelcilik A.Ş. are processed by the data controller BHM Otelcilik A.Ş., Bartu Turizm Yatırımları A.Ş. and Sandu Yazılım ve Ticaret A.Ş.

Pursuant to paragraph 1 of Article 13 of the PDP Law No. 6698, you can submit your request to BHM Otelcilik A.Ş. regarding the exercise of your rights specified in Article G of this clarification text to BHM Otelcilik A.Ş. with the method(s) determined / to be determined by the Personal Data Protection Board with the regulations in the PDP Law and relevant legislation as follows.

- A signed copy of your application containing your explanations; with official documents identifying your identity such as identity card, driver's licence, passport by hand to "Şirinyalı Mahallesi Lara Cadde No: 24 / Muratpaşa Antalya" address,
- Your application with wet signature and official documents identifying you through a notary public,
- Your application and documents identifying your identity electronically to hukuk@bhmotelcilik.com with secure electronic signature or mobile signature,
- Or by using the electronic mail address you have previously notified to our Company and registered in our Company's system.

BHM Otelcilik A.Ş. may respond to these requests, if a written response is to be given, without charging a fee up to ten pages; if it exceeds ten pages, it may respond by charging a transaction fee of 1 Turkish lira for each page. If the response to the application is given in a recording medium such as CD, flash memory, the fee that may be requested by the Personal Data Protection Authority shall not exceed the cost of the recording medium.

Depending on the nature of your request, your application will be finalised within 30 days at the latest.

The rights regarding personal data mentioned in the clarification text can only be used in relation to your own personal data, and no request can be made to third parties based on the rights listed in the relevant articles. You can contact us to get more information about our implementations regarding the protection of personal data and your rights.