

UNITEKS LONDON LIMITED PRIVACY TEXT ON THE PROCESSING OF PERSONAL DATA OF EMPLOYEE CANDIDATES AND REFEREES TO EMPLOYEE CANDIDATES WITHIN THE SCOPE OF RECRUITMENT PROCESSES

1. Data Controller

Your personal data is processed within the framework of the Privacy Text ("**Privacy Text**") for the Processing of Personal Data of Employee Candidates and Persons Referring to Employee Candidates within the scope of the European General Data Protection Regulation ("**GDPR**"), applicable law and relevant legislation, and within the scope of this Recruitment Process, by **Uniteks London Limited** (the "**Company**") whose registered office address is *10 Foster Lane, 3rd Floor, London, United Kingdom, EC2V 6HR* with the registration number 10926225 and whose office is at *4th Floor 9 Argyll Street, London, United Kingdom W1F 7TG* as the data controller.

Our Company respects your rights regarding the protection of your privacy and personal data. In this context, our Company processes your personal data in accordance with all the provisions of the legislation on the protection of personal data, especially the GDPR and all applicable laws, ensures that your data is stored securely and takes all necessary administrative and technical security measures against possible illegal access. With this Privacy Text, it is explained to what extent your personal data collected within the framework of your job application relationship with our Company is processed. You can find detailed information about the processing of your personal data by our Company from the **Uniteks London Limited** Personal Data Protection and Processing Policy, which can be accessed from the link [<http://www.uniteks.com.tr/personal-data-protection>].

2. Methods of Collection of Your Personal Data and Legal Reasons for Processing

Your personal data can be collected by our Company through fully or partially automated or non-automatic means provided that it is a part of any data recording system, from electronic and/or physical environments, through job application forms, interviews, e-mail and other communication tools, various career portals, human resources firms that act as professional intermediaries for employment, career offices and public institutions and other methods (channels) that may be added to these in the future.

Our legal bases for collecting and processing the personal information described above will depend on the personal information concerned and the specific context in which we collect it. However, we will normally collect personal information from you only where:

- our legitimate interests (as summarised below in Section 3), which are not overridden by your rights, particularly taking into consideration the safeguards that we put in place;
- to comply with applicable employment laws and regulations;
- to take steps prior to entering an employment contract with you, where you are considered for employment;
- in circumstances where you have made the data public;

- where we have your consent to do so (where we have requested your consent to process your personal data, you have the right to withdraw your consent at any time); and/or
- to protect the rights and interests of our Company, our staff members, candidates and others, as required and permitted by applicable law; and/or
- for reasons of substantial public interest.

If you have questions about or need further information concerning the legal basis on which we collect and process your personal information, please contact us using the contact details provided in Section 7 below.

3. Types of Personal Information We Collect When You Apply, Your Personal Data Categories and Purposes of Processing Your Personal Data

The types of personal information we collect and process when you apply for a role with our Company includes, but is not limited to:

- Identification data and contact details – including your name, address, email address, phone number and other contact information, gender, date of birth, nationality, national identifiers (such as national ID/passport, social security number(s)).
- Employment history – such as previous employer, job titles/positions.
- Background information – such as academic/professional qualifications, job qualifications, education, training, details included in your CV/resume, employment references, language skills.
- Nominated referees – name, contact details, employer, job role.
- Immigration/visa status.
- Previous applications/roles – information relating to previous applications you have made to and/or any previous employment history with our Company.
- Other information you voluntarily provide throughout the process, including through assessment centres and interviews.

As a general rule, during the recruitment process, we try not to collect or process any of the following: information that reveals your racial or ethnic origin, religious, political or philosophical beliefs or trade union membership; genetic data; biometric data for the purposes of unique identification; or information concerning your health/sex life ("*Sensitive Data*"), unless authorised by law or where necessary to comply with applicable laws.

However, in some circumstances, we may need to collect, or request on a voluntary disclosure basis, some Sensitive Data and/or information relating to your criminal background for legitimate recruitment-related purposes (on the basis that it is in the public interest and in accordance with applicable law): for example, information about your racial/ethnic origin, gender and disabilities for the purposes of equal opportunities monitoring, to comply with anti-discrimination laws and for government reporting obligations; or information about your physical or mental condition to consider accommodations for the recruitment process and/or subsequent job role. You may provide, on a voluntary basis, other Sensitive Data during the recruitment process.

The types of personal information collected from other sources:

- References provided by referees.
- Other background information provided or confirmed by academic institutions and training or certification providers.
- Information provided by recruitment or executive search agencies and platforms.
- Information collected from publicly available sources, including any social media platforms you use or other information available online.

Your personal data categories processed within the scope of the evaluation and finalization of job applications and the evaluation of your CV in terms of other current or future positions in our Company if you give your explicit consent, within the scope of the personal data processing conditions specified in applicable laws and the purposes of processing your personal data in question, are explained in detail below.

- ❖ To the Attention of Employee Candidates: We kindly request you not to include special category/sensitive data in your CV, which you will forward to our Company through the above channels.

Personal Data Category	Personal Data Processing Purposes
Identity Data	<ul style="list-style-type: none"> • Planning of Human Resources Processes, • Execution of Employee Candidate/Intern/Student Selection and Placement Processes, • Execution of Application Processes of Employee Candidates • taking references, if necessary, during the recruitment process, • Creation of personnel file after recruitment, • Personal affairs practices after recruitment, • To make demographic and financial reporting to the Unitek's head office in Turkey after recruitment,
Communication Data	<ul style="list-style-type: none"> • Execution of Communication Activities, • Execution of Employee Candidate / Intern / Student Selection and Placement Processes, • Execution of Application Processes of Employee Candidates, • Taking references, if necessary, during the recruitment process, • Creation of personnel file after recruitment, • Personal affairs practices after recruitment, • To make demographic and financial reporting to the Unitek's head office in Turkey after recruitment,
Professional Experience Data	<ul style="list-style-type: none"> • Execution of Employee Candidate/Intern/Student Selection and Placement Processes, • Execution of Application Processes of Employee Candidates,

	<ul style="list-style-type: none"> • Taking references, if necessary, during the recruitment process, • Creation of personnel file after recruitment, • Personal affairs practices after recruitment,
Visual and Audio Data	<ul style="list-style-type: none"> • Ensuring Physical Space Security • Creation of personnel file after recruitment, • Personal affairs practices after recruitment, • Making demographic and financial reporting to the Uniteks head office in Turkey after recruitment.

4. Who We Share Your Personal Information with and Transfers Abroad

We take care to allow access to personal information only to those who require such access to perform their tasks and duties, and to third parties who have a legitimate purpose for accessing it. Whenever we permit a third party to access personal information, we will implement appropriate measures to ensure the information is used in a manner consistent with this Text and that the security and confidentiality of the information is maintained.

Transfers to other group companies

We will share your personal information with other group Companies located in Turkey (**Üniteks Tekstil Gıda Motorlu Araçlar Sanayi ve Ticaret A.Ş.** is the member company of the group companies to which the personal data will be transferred and whose registered office is İzmir Trade Registry Office and registration number is Kyaka-8380 and whose head office is at *10039 Sok. No:26 Çiğli/İzmir*).

in order to administer our recruitment processes and store data.

Transfers to third party service providers

In addition, we make certain personal information available to third parties who provide services relating to recruitment to us. We do so on a "need to know basis" and in accordance with applicable data privacy laws.

For example, some of this information will be made available to:

- recruitment search agencies or career portals involved in your recruitment, e.g. LinkedIn, Indeed;
- data storage, shared services and recruitment platform or career portal providers, IT developers and support providers and providers of hosting services in relation to our Career Page, e.g., Amazon (AWS), Workable, Google Cloud, Google Workspace;
- third parties who provide support and advice including in relation to legal, financial/audit, management consultancy, insurance, health and safety, security and intel and whistleblowing/reporting issues, e.g., Citation.

We may also disclose personal information to third parties on other lawful grounds, including:

- to comply with our legal obligations, including where necessary to abide by law, regulation or contract, or to respond to a court order, administrative or judicial process, including, but not limited to, a subpoena, government audit or search warrant;

- in response to lawful requests by public authorities (including for tax, immigration, health and safety, national security or law enforcement purposes);
- as necessary to establish, exercise or defend against potential, threatened or actual legal claims;
- where necessary to protect your vital interests or those of another person;
- in connection with the sale, assignment or other transfer of all or part of our business; and/or
- where you have provided your consent.

Our Standard Contractual Clauses can be provided on request. We have implemented similar appropriate safeguards with our third-party service providers and partners and further details can be provided upon request.

5. Personal Data Retention Periods

Your personal data obtained during our company activities are stored and destroyed in accordance with the general principles and regulations set forth in our Company's policies and procedures regarding storage and destruction, which are prepared in accordance with applicable law.

In this context, your personal data will be destroyed if all personal data processing conditions are eliminated. If you are employed, your personal data that you have shared within the scope of your job application will continue to be processed during the employment contract and the following legal statute of limitations; If you are not employed, it is destroyed with the closure of the position, in the absence of your explicit consent. However, if you have your explicit consent, your CV information will continue to be processed for 2 (two) years after your CV information is shared with us in order for you to be evaluated in terms of current or future positions of our Company.

6. Your Data Privacy Rights

We inform you that you may exercise the rights available to you as a personal data owner under applicable data protection laws as follows:

- You can find out whether your personal data is processed or not.
- If your personal data has been processed, you can request information about it.
- You can find out the purpose of processing your personal data and whether they are used in accordance with the purpose.
- You can find out the third parties to whom your personal data is transferred, at home or abroad.
- If your personal data is incomplete or incorrectly processed, you may request that they be corrected and you may request the notification of the transaction made within this scope to the third parties to whom your personal data has been transferred.
- Although it has been processed in accordance with the provisions of the law and other relevant laws, you can request the deletion or destruction of your personal data in the event that the reasons for its processing disappear, and in this context, and in case your personal data is incomplete or incorrectly processed, you can request the notification of the actions taken to the third parties to whom your personal data has been transferred.
- You can object to the emergence of a result against the person himself by analysing your processed data exclusively through automated systems.

- If your personal data is damaged due to unlawful processing, you can request the compensation of the damage.
- If you wish to **access, correct, update or request deletion** of your personal information, you can do so at any time by contacting us using the contact details provided at Section 7 below.
- In addition, you can **object to processing** of your personal information, ask us to **restrict processing** of your personal information or **request portability** of your personal information. Again, you can exercise these rights by contacting us using the contact details provided at Section 7 below.
- If we have collected and process your personal information with your consent, then you can **withdraw your consent** at any time. Withdrawing your consent will not affect the lawfulness of any processing we conducted prior to your withdrawal, nor will it affect processing of your personal information conducted in reliance on lawful processing grounds other than consent.
- You have the **right to complain to a data protection authority** about our collection and use of your personal information. We ask that you raise any complaints with us in the first place, but if we are unable to resolve your complaint, contact details for data protection authorities in Europe are available [here](#).

You can submit your applications regarding your rights mentioned above in writing or electronically via a registered electronic mail address, secure electronic signature, mobile signature or your e-mail address registered in our systems, with information/documents. (ID number or passport number for citizens of other countries, residential address / workplace address for notification, mobile phone / telephone / fax number, e-mail address, etc.) confirming your identity so that our Company can determine that you are the rightful owner together by filling in the Data Owner Application Form which you can access at the address [<http://www.uniteks.com.tr/personal-data-protection>] and submitting it to our Company.

We respond to all requests we receive from individuals wishing to exercise their data protection rights in accordance with applicable data protection laws.

Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within 30 (thirty) days at the latest; however, if the transaction requires an additional cost, you may be charged a fee according to the tariff to be determined by the Personal Data Protection Authority.

We would like to remind you that any sensitive personal data (eg, religion or blood type information) should not be included in the said documents.

7. Contact Details

Please address any questions or requests relating to this Text by contacting us via e-mail at humanresources@uniteks.com.tr.

The data controller of your information is **Uniteks London Limited**.

Employee Candidate

I have read and accept the entire Privacy Text above.

Name :

Surname :

Date :

Signature :