

**THE KOÇ SCHOOL**  
**NOTIFICATION LETTER FOR**  
**PROCESSING PERSONAL DATA OF CANDIDATE EMPLOYEES**

In accordance to the Personal Data Protection Law numbered 6698 (“PDP Law”), your personal data will be processed by the Koç School (“Institution”) as the data controller within the scope defined herein.

**1. Collection, Processing and Purposes of Processing of Personal Data**

Your collected personal data will be processed within the scope of your job application to evaluate and finalize your fitness for the job, to manage and complete employee recruitment processes, to contact with you or the references you provided within this scope, to conduct the employee recruitment process, to plan the human resources policies and processes and carry out the similar procedures within the scope defined in Articles 5 and 6 of the PDP Law about the purposes and conditions to process personal data.

Should you need further information in this respect, please refer to the “Koç School Personal Data Protection and Processing Policy” shared with the public on [www.koc.k12.tr](http://www.koc.k12.tr) Internet address.

**1. Purpose and Recipients of Transfer of Personal Data**

Your personal data, within the scope of the purposes stated above; may be disclosed or transferred to our shareholders, our governing bodies, the Koç Group Companies, our business partners, suppliers, third parties, legally authorized public institutions and private persons in line with the personal data processing conditions and purposes set forth in Articles 8 and 9 of PDP Law and as per the purposes stated in the “Personal Data Protection and Processing Policy of the Koç School for Processing Personal Data of its Employees” shared with the public on [www.koc.k12.tr](http://www.koc.k12.tr) Internet address.

**2. The Method and Lawful Reason of Collecting Personal Data**

Your personal data is being collected by the Koç School in accordance with the lawful reasons stated in sections 1 and 2 above, at the time of your job application through our Institution's website by way of your curriculum vitae or application form and personality inventory. Such personal data collected as per legal reasons stated above will be processed and transferred in line with the personal data processing conditions and purposes stated in Articles 5 and 6 of PDP Law and with the purposes defined in articles 1 and 2 of this Notification and Consent Letter.

### **3. The Purposes and Type of Your Personal Data Processed by the Koç School With Your Explicit Consent**

The Koç School is authorized to process your health data, information on your convictions, your membership to associations, foundations and unions and the analyses and results of your personality inventory with your explicit consent given by signing this Notification and Consent Letter.

### **4. The Rights of the Personal Data Subject Under Article 11 of PDP Law**

As the data subject, you may exercise your rights by using the methods described in the **Koç School Personal Data Protection and Processing Policy** shared with the public on the Internet site and such information request, depending on its nature will be processed and responded by our Institution in max thirty days and on a free of charge basis. However, in case the Personal Data Protection Council decides to do so, our Institution will charge the fee as per the rates foreseen by the Personal Data Protection Council. In this respect, the data subjects have the right to:

- Know whether its personal data is processed or not,
- Request information in regards to the processing of their personal data,
- Know the purpose of the processing of their personal and whether it is processed in line with the notified and/or consented purpose,
- Know the third parties, both local and abroad, the personal data is being transferred,
- Request the prevention of inaccurate or incomplete processing and request the notification of the third parties in this respect,

- Require to have the personal data to be erased or destroyed if the purpose of data processing is accomplished regardless of the fact that the process has been performed in compliance with the PDP Law and other applicable regulations and also require the notification of the third parties about the same,
- Object to decisions being taken by automated means that is might be detrimental to the data subject,
- And to claim compensation for damages caused by a breach of the law.