

## CLARIFICATION TEXT FOR REFERENCE PERSONS

*(Regarding the Processing of Personal Data)*

This Clarification Text has been prepared within the scope of the Personal Data Protection Law No. 6698 (“KVKK”) by KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ (“KYASS Tekstil”), in its capacity as the data controller, for the purpose of informing data subjects whose personal data are processed as reference persons.

### 1. Processed Personal Data and Purposes of Processing

Your personal data shared as a reference person include:

- Name and surname,
- Contact information (phone number, e-mail address),
- Professional information (institution worked for, title, professional relationship with the candidate),
- Evaluations and opinions regarding the candidate’s work experience and competencies,
- Education information, professional experience, qualifications and competencies

These data are processed for the following purposes:

- Conducting employee candidate evaluation processes,
- Assessing suitability for the relevant position.

### 2. Method of Collection and Legal Grounds for Processing Personal Data

Your personal data are collected through:

- Written or electronic job application forms,
- Career platforms,
- E-mail, telephone and similar communication channels

by wholly or partially automated or non-automated means.

Your personal data are processed based on the legal grounds specified in Article 5 of the KVKK, namely:

- Being directly related to the establishment of a contract,
- The legitimate interests of the data controller in meeting the company’s need for qualified workforce and increasing operational efficiency.

### 3. Transfer of Personal Data

Your personal data may be transferred, in accordance with Article 8 of the KVKK:

- For the resolution of legal disputes,

Doc. No: F-111

Rev. No: 0

- For the fulfillment of obligations arising from legislation,

upon request, to authorized public institutions and organizations and judicial authorities, and additionally, as part of the job application process and within the scope of pre-contractual negotiations, to the persons indicated by the candidate as references.

#### 4. Retention Period of Personal Data

Personal data of reference persons are retained for a period of 1 (one) year following the completion of the employee candidate's application process. Upon the expiration of this period or in the event that the purpose of processing ceases to exist, personal data are deleted, destroyed or anonymized in accordance with the KVKK and the relevant legislation.

#### 5. Your Rights Under the KVKK

Pursuant to Article 11 of the KVKK, you have the right to:

- Learn whether your personal data are processed,
- Request information if your personal data have been processed,
- Learn the purpose of processing and whether they are used in accordance with their purpose,
- Know the third parties to whom your personal data are transferred domestically or abroad,
- Request correction of incomplete or inaccurately processed personal data,
- Request deletion or destruction of personal data in accordance with the KVKK,
- Request notification of such transactions to third parties to whom personal data have been transferred,
- Object to the occurrence of a result against you arising from the processing of your personal data through automated systems,
- Request compensation for damages in case you suffer damage due to unlawful processing of personal data.

## 6. Application Method

You may submit your requests regarding your rights under the KVKK in writing to our Company pursuant to Article 13 of the KVKK. You may also submit your requests through the “KVKK Data Subject Application Form” prepared by KYASS Tekstil. The relevant form is available on our Company’s website and may also be provided to you upon request.

### CONTACT INFORMATION

Data Controller:

**KYASS TEKSTİL SANAYİ VE DIŞ TİCARET ANONİM ŞİRKETİ**

Contact Link:

<https://kyass.com.tr/iletisim>

Address:

İsmet Paşa Organized Industrial Zone, 2nd Street, No: 4/A, Kapaklı / TEKİRDAĞ

Registered Electronic Mail (KEP):

kyass@hs06.kep.tr

Phone:

+90 (282) 758 20 22

Fax:

+90 (282) 758 20 22