**Dear Madam/Sir**

**As HASPAR Elevator Industry and Trade Limited Company,** we show highest sensitivity to security of your personal datas. Due to this aim, as HASPAR, we show great care to save the personal datas of everyone who is related with our company according to the **Law on the Protection of Personal Data,** including the people that takes our services and products. With the sense of this responsibility, we are aware of our responsibilty as “Data Supervisior” and we care the process of protection of Personal Data

**Personal Data:**  All the information that belongs to to real person, who is idetified or identifiable

**Specifially Qualified Data:** Race, ethnic origin, political view, philosophical belief, appearance, membership to assosication, foundation or union, health, sexual life, all type of convictions and safety precautions and biometrical datas.

**Processing of Personal Data:**Obtaining, saving, changing, reorganazing, expounding, clarifiying, transporting, taking over, being available to, classifying, or prohibiting the usage of the personal datas totally or partly with any transaction.

**Processing of Personal Datas and Legal Reasons:** Your personal datas are processed according to law and good faith rules. Processing will be certain, open and with the legitimate aim. Processed datas and processing aims are listed below;

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| **Personal Data/ Specified Personal Data** | Candidate workers and candidate interns and their application process and emergency management/ security of physical space |
| Name-Surname | Process of application of candidate workers and candidate interns |
| Marital Status | Process of application of candidate workers and candidate interns |
| Work Experiences | Process of application of candidate workers and candidate interns |
| Number of Kid(s) | Process of application of candidate workers and candidate interns |
| ID Card Information | Conduction of duties for workers coming from Labor Conract and Legislation/ Conduction of fringe benefits of workers/ Conduction of Training Activities |
| Driving Licence Photocopy | Conduction of duties for workers coming from Labor Conract and Legislation/ Conduction of Training activities |
| Photograph | Conducting the communication/Planing the human relation process |
| Address Information-E-Mail Address | Conduction of duties for workers coming from Labor Conract and Legislation/ Process of application of candidate workers and candidate interns |
| Certificate of Military Service | Planning the Human Relation Process |
| Blood Type Knowledge | Conduction of Occupational Health Safety/ Carrying out humanitarian activities in health and emergency situations |
| Telephone Number | Conducting the communication/ Process of application of candidate workers and candidate interns |
| Contact People | Conducting the Communication/ Carrying out humanitarian activities in health and emergency situations |
| Vehicle Registraion Plate Information | Carrying out Emergency Situations/ Ensuring safety of the place |
| Dependent Family Members | Conduction of duties for workers coming from Labor Conract and Legislation |
| Information of Family Members and Relatives | Conduction of duties for workers coming from Labor Conract and Legislation |
| Social Security Institution and Social Insurance Institution Information | Planning the activities of human resources and fulfilling the responsibilities of Social Security Services/  Conduction of duties for workers coming from Labor Conract and Legislation/  Conduction of fringe benefits of workers/ Conduction of Training Activities/Carrying out the process acording to legislation |
| Certificate of Employment from the Last Working place | Conduction of duties for workers coming from Labor Conract and Legislation/ Carrying out the process according to legislation |
| Bank Account Information | Conduction of duties for workers coming from Labor Conract and Legislation/  Conduction of fringe benefits of workers/ Conduction of Training Activities/  Carrying out the process according to legislation |
| Fingerprint | Carrying out Emergency Situations/ Ensuring safety of the place/ Conduction of fringe benefits of workers/ Conduction of Training Activities |
| Face Recognition System | Carrying out Emergency Situations/ Ensuring safety of the place/ Conduction of fringe benefits of workers/ Conduction of Training Activities |
| Camera Record | Carrying out Emergency Situations/ Ensuring safety of the place/ |
| Diploma and Graduation Information | Process of application of candidate workers and candidate interns/ Conduction of duties for workers coming from Labor Conract and Legislation/ Conduction of Training Activities |
| Certificates and Programmes | Process of application of candidate workers and candidate interns |
| Instructor/ Consulting Firm Phone Number and E-Mail Address | Conduction of Communication Activities/Conduction of Education Acvitities |
| Bank Phone Number/ E-Mail Address | Conduction of Communication Activities |
| Insurance Company Phone Number/ E-Mail Address | Conduction of Communication Activities |
| Supplier Phone Number/ E-Mail Address | Conduction of Communication Activities |
| Intern E-Mail Address | Conduction of Communication Activities/Conduction of Education Activities/ Carrying out Emergency Situations |
| Camera Record of the Teacher of Intern | Carrying out Emergency Situations/ Supplying of security of the Place |
| Camera Record of the Consulting Firm Worker |  |
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**Aim of Passing Persona Datas and Their Receivers:** Your personal datas, under legal responsinbilities and in within the legal limits, will be transferred to any administrative institution and official institution. Also, we will be able to transfer your personal datas to our domestic partners, to the third people (domestic) and to the real and private legal entity that we take service,for the purpose of carrying out your activities.

**Collecting Method of Personal Datas**

Because of the reasons that are mentioned above, we achieve your personal datas with written or oral ways, and then we save them at a physical or electronic place.

**Protection of Personal Datas in Informational Technologies**

In the information technology field, we will use Data Leak Protection Programme to prevent data leakage and control it. With the help of this programme, all the activities that take place on digital platform will be automatically saved following their digital footprints. This transaction will be used to protect company privacy and business ethic

**Rights of Related Person:**You have right to apply to your Data Supervisior**(HASPAR Elevator Industry and Trade Limited Company).** According to the rights that are counted above, you can make your application according to Protection of Personal Data Application Form on our website[www.hasasansor.com](http://www.hasasansor.com)

As the owner of personal datas, if you let us know your demands according to the text that is explained below, our company will return you at 30 days at most without demanding any money from you, unless Commitee of Protection of Personal Data has different implementation. According to this scope, personal data owners has right to;

* Have right to learn if the personal data is processed or not
* If they are processed, demand knowledge about that
* Right to learn why the personel data processed and if it is used according to its aim or not
* Right to learn the third person that personal datas are transferred to (domestic or abroad)
* Right to fix the personal datas if it processed wrong and right to wish to inform third parties about this situation
* If an information is processed according the Protection of Personal Data and other Laws, if there will be no more necessity to process that personal data, rigth to demand to delete that specific personal data.
* Objection to the exclusive analysis of processed datas analyzed by automathic systems, which are to the detriment of data owner
* Right to demand compensation if the datas are used illegally.

To use the rights that are mentioned above, you need to clarify your ID and the right that you want to use. From there on, with your demand according to **Law on the Protection of Personal Data,** you need to come Kale Neighborhood Ankara Street, 13. Km. Number 77 Kestel/BURSA with a copy of wet-ink signature personally or send it by notary (To the name of our company’s data supervisior.) Another option is, according to **Electronic Signature Law,** you can sign with your **Electronic Sign** and make your application to [hasparasansor@hs01.kep.tr](mailto:hasparasansor@hs01.kep.tr) address.

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| **Way of Application** | **Address of Application** | **Information to be Specified in Application Submission** |
| Personally Aplication | Kale Neighborhood, Ankara Street, 13. Km Number 77 Kestel/BURSA | “Request for Information under the Law on Protection of Personal Data” will be written to the topic of petition. |
| Notary Application | Kale Neighborhood, Ankara Street, 13. Km Num.77 Kestel/BURSA | “Request for Information Under the Law on Protection of Personal Data” will be written to the Notification Paper |
| Application with Electronic Signature | [hasparasansor@hs01.kep.tr](mailto:hasparasansor@hs01.kep.tr) | “Request for Information Under the Law on Protection of Personal Data” will be written to the topic of E-mail |

By **HASPAR Elevator Industry and Trade Limited Company,** you can get detailed information about Protection on Personal Data

I have read the expressed text above, I understood and I agreed it.

Name-Surname Date/Signature