**FORM TO ALLOW PROCESSING OF PERSONAL DATA**

1. **GENERAL KNOWLEDGE**

As data controller, we HASPAR Industry and Trade Limited Company (employer) are aimingto save, transfer, delete and process the personel data that you shared with us according to **Law of the Protection of Personal Data. (Code No 6698)**

1. **DEFINITIONS**

**Explicit Concent:** A Concent that is explained freely to give information about a particular topic

**Relevant Person:** The person, whose personal data is processed

**Data Controller**: The real or legal person, that decides the purpose of processing personal data and determines the responsibles for establishment and management of data recording system.

**Personal Data:** All the information about a real person whose identifiable or identified.

**Specially Qualified Personal 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.

1. **WAY OF COLLECTING YOUR PERSONAL DATAS**

Your personal datas and specially qualified personal datas are collecting according to **Law of**

**the Protection of Personal Data Code No 6698.**They are collecting for to understand if you are qualified for the job, for security, to serve the products according to legal procedure and lastly making contract and fulfill the responsibilities that comes from the contract. Personal Datas are collected from our workers and customers as written, oral, camera, telephone, GPRS system, e-mail, internet, personality tests and with other methods. When the datas are collected, they are processed limited according to collection aim, also hidden and transported according to **Law of the Protection of Personal Data Code No. 6698**

1. **GENERAL PRINCIPLES AND PURPOSES TO PROCESS YOUR PERSONAL DATAS**

According to article 4 of **Law on the Protection of Personal Datas** **Code No. 6698** your personal datas will be saved;

1. In accordance with the law and honesty,
2. Correct and if necessary, current
3. Processed for specific, clear and legitimate purposes,
4. Relevant, limited and restrained with its aim,
5. Protected for the period required by the relevant legislation or required for the purpose.

According to article 5 and 6 of **Law on the Protection of Personal Datas Code No.6698,** your personal datas and specially qualified personal datas will be processed;

1. Managing the relations and business process with workers and/or partners
2. Controlling the attendances of workers to workplace
3. Making payment and provide intelligence for cheque and promissory notes.
4. Making necessary payment to the banks
5. Following the invoices and debts and making their transfers.
6. Creating accounting records for the contracts and making their confirmations
7. Create customer portfolio
8. Following the assurance information
9. Evaluate the customers demands and compalints
10. Carrying out legal businesses and transactions
11. Giving information to the authorized institutions and organizations under the responsibility that comes from legislation
12. Planning and carrying out the internal audit activitiesaccording to legislation
13. Carrying out operational activities, business relations and human resources.
14. Perform the process that comes from company law
15. Managing the risk management process
16. Evaluating the job applications

r. Organizing all files and records that will provide basis for legal process

 s. To evaluate your compaints.

1. **Transferring and Sharing Your Personal Datas**
* Your personal datas, due to our legal obligations can be shared with Social Security Istitution (SGK), Turkish Employment Organization (İŞKUR) etc. or with other public legal entities,
* Other people or institutions whom are allowed to taken personel datas according to Turkish legislation,
* In-house financial resources or In-house human resources department,
* Directly or indirectly, your personal datas can be shared with our domestic/abroad, partners/participants and with the institutions that we make partnership/cooperation.
1. **YOUR RIGHTS ARISED FROM PROCESSING OF YOUR PERSONAL DATAS**

Your rights according to article 11 of **Law on the Protection of Personal Datas**, your rights are listed as;

* Being informed if your personal datas are processed or not
* If they are processed, right to demand knowledge about it
* Purpose of process of your personal datas and right to get knowledge if they are used relevantly or not
* Right to know the third person that your personal datas are transfered in domestic or in abroad
* If your personal datas are processed deficient or wrong, right to demand to fix it.
* Right to demand to delete or dispose your personal data
* Right to tell the third person that your personal data shared with, your personal data has fixed, deleted or disposed.
* If there is a result against you in the processed datas which are analyzed with the help of exclusively automated systems, right to make an objection to them.
* Right to demand compensation if your personal datas are processed illegally and you get damaged from it.

I have read and understood the informations above. Within this authorization form and **Explanation Text for Protection and Processing of Personal Datas; in the scope of legislation and working agreement, I accept and declare that, with the help of company’s data controller, my personal datas and qualified personal datas can be;**

* **Collected,**
* **Processed,**
* **Preserved,**
* **If necessary, I have permission to transfer them to the related people and organizations and institutions which are domestic are abroad that the company are connected. I accepted and declared the things that are listed above.**

**Personal Data Owner’s**

**Name-Surname:**

**Date:**

**Signature:**

I received a copy