

JOB CANDIDATE PRIVACY NOTICE

Scope: Privacy Notice on the Processing of Personal Data of Job Candidates

1. Data Controller

The purpose of this Privacy Notice is to explain, as **Türkiye Kooperatif Ticaret Eğitim ve Büro İşçileri Sendikası İktisadi İşletmesi İstanbul Şubesi** (“the Enterprise”) and **İZZ Hotel Koşuyolu** operating within it, and within the scope of our disclosure obligation under Article 10 of Law No. 6698 on the Protection of Personal Data (“the Law”), the methods and purposes of processing your personal data, the legal grounds for processing, to whom and for what purposes your processed personal data may be transferred, and your rights.

Address: Acıbadem Mahallesi, Şeyh Galip Sokak No: 11, Kadıköy / İstanbul, Türkiye

2. Categories of Personal Data Processed

Identity: Name and surname, date of birth, nationality, gender.

Contact: Telephone number, e-mail address, address details.

Professional Experience: Previous workplaces and positions, periods of employment, certificate and course details, foreign language skills, referee details.

Education: Schools attended, diploma and transcript details.

Visual Record: Only a photograph added to the CV at the candidate’s own choice. Our Hotel does not request a photograph at the application stage and does not use photographs as an assessment criterion.

Special categories of personal data: Our Hotel does not request special categories of personal data such as health status, disability, criminal record, trade union/association/foundation membership, religion, race, ethnic origin, political opinion or similar during the application process. We ask you not to include such information in your CV. Special categories of personal data submitted nonetheless are not taken into assessment and are destroyed without delay. If a recruitment decision is made, any special categories of data required by legislation will be requested separately, with further information provided.

3. Method of Collection

- through the CV, application form and similar documents you share in connection with your job application, in physical form;
- by e-mail or through online recruitment platforms, in electronic form;
- through interviews conducted in person or online;
- through conversations with the referees you have declared

by wholly or partly automated means or by non-automated means.

4. Purposes of Processing

- conduct of job candidate application processes;
- assessment of the suitability of the application for the open position and conduct of interview processes;
- verification of the accuracy of declared information through reference checks;
- planning and conduct of human resources processes;
- making the recruitment decision and conducting processes relating to the establishment of the employment contract;
- conduct of communication activities.

Your application is not assessed by means of analysis carried out exclusively by automated systems.

5. Legal Grounds for Processing

Your personal data is processed on the following legal grounds set out in Article 5 of the Law:

- **Direct relation to the establishment or performance of a contract:** your identity, contact, professional experience and education data is processed in order to conduct the assessment process relating to the establishment of the employment contract.
- **Necessity for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed:** processed for the purpose of recording applications, conducting reference checks and running recruitment processes properly.
- **Fulfilment of the data controller's legal obligation:** processed where obligations arising from legislation must be fulfilled.

Your explicit consent is not required for processing activities falling within the above legal grounds. Only the retention of your data in the candidate pool after the conclusion of your application and its sharing with the other hotels within the group are subject to your explicit consent; these matters are governed by a separate document, the Job Candidate Explicit Consent Form (IZ.İK.FR09). Whether or not you give explicit consent does not affect the assessment of your application.

6. Transfer of Personal Data

Within Türkiye: As a rule, personal data of job candidates is not shared with third parties. However, sharing limited to the relevant process only may take place with the referees you have declared within the scope of reference checks, with natural persons and private law legal entities from whom we receive legal and advisory services in the event of a legal

dispute, and with competent public institutions and organisations for the purpose of fulfilling legal obligations. As our Hotel's establishments in Ankara and Antalya form part of the same legal entity, the assessment of your application for positions at those establishments does not constitute a transfer to a third party.

Abroad: Where your application is submitted by e-mail or through online recruitment platforms, and where office and productivity applications are used, your personal data may be processed on systems whose infrastructure is located abroad. Such transfers are carried out under Article 9 of the Law (as amended by Law No. 7499) where there is an adequacy decision, appropriate safeguards (standard contract, binding corporate rules, etc.) or one of the incidental situations set out in the sixth paragraph of Article 9.

7. Retention Period

If your application is unsuccessful, your personal data is retained for a maximum of six (6) months from the date of application and is destroyed at the end of that period in accordance with the Personal Data Retention and Destruction Procedure. If a decision is made to recruit you, your personal data is transferred to your personnel file and retained within the retention periods applicable to employees. If you give explicit consent through the Job Candidate Explicit Consent Form (IZ.İK.FR09), your data continues to be retained in the candidate pool.

8. Your Rights

Under Article 11 of the Law, by applying to the data controller you have the right to: learn whether your personal data is processed; request information if it has been processed; learn the purpose of processing and whether the data is used in accordance with that purpose; know the third parties in Türkiye or abroad to whom your data has been transferred; request rectification if your data has been processed incompletely or inaccurately, and request that the rectification be notified to the third parties to whom the data has been transferred; request erasure or destruction of your data where the grounds requiring processing have ceased to exist, even though it was processed lawfully, and request that this be notified to the third parties to whom the data has been transferred; object to an adverse outcome arising from the analysis of your data exclusively by automated systems; and claim compensation where you suffer damage due to unlawful processing of your data.

9. Method of Application

You may submit your application containing the requests set out above, prepared in accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller, through the addresses below. Please verify the current application methods from the legislation before applying.

Postal Address: Acıbadem Mahallesi, Şeyh Galip Sokak No: 11, Kadıköy / İstanbul, Türkiye

E-mail Address: kvkk@izzhotelkosuyolu.com

Registered Electronic Mail (KEP): turkiyekoopisiktisadiisletmesi@hs01.kep.tr

I have read and understood this Privacy Notice.

JOB CANDIDATE

Name and Surname : _____

Date :

Signature :

REFEREE INFORMATION AND CANDIDATE DECLARATION

In respect of the personal data of the referees you have declared, the data controller is the Enterprise. The disclosure obligation towards those persons will be fulfilled by our Hotel at the time of first contact with the referee. Reference checks are carried out solely for the purpose of verifying your declarations and are limited to that purpose.

I declare that the persons I have named as referees may be contacted for the purpose of verifying my declarations, and that I have shared their contact details having informed them accordingly.

JOB CANDIDATE

Name and Surname : _____

Date :

Signature :

IZ.İK.FR08-EN Rev.02 · Date: 03.08.2026 · This is a translation of the Turkish original. In case of any discrepancy, the Turkish version prevails.