**DISCLOSURE TEXT ON THE PROCESSING OF PERSONAL DATA OF EMPLOYEE / EMPLOYEE CANDIDATE / INTERN**

This Disclosure Text has been issued by us as the data controller within the scope of Article 10 of the Personal Data Protection Law No. 6698 (KVKK) and the Communiqué on the Procedures and Principles to be followed in the Fulfillment of the Disclosure Obligation.

**OUR IDENTITY AS DATA CONTROLLER**

**Title:** Ramses Turizm İşletmeleri Danışmanlık Organizasyon Havacılık Tic. Ltd. Şti.

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**THE PURPOSE OF PROCESSING PERSONAL DATA**

**The following personal data:**

* identity
* communication
* personnel
* areas of interest
* professional experience
* finance
* physical space security
* legal transaction
* transaction security
* location
* audiovisual recordings
* employee process information
* health information
* criminal convictions and security measures
* biometric
* union membership

**are processed for the purposes set out below:**

* conducting management activities
* carrying out employee candidate/intern selection and placement processes
* executing the application processes of employee candidates
* fulfilling employment contractual and legislative obligations for employees
* executing fringe benefits and interests processes for employees
* conducting occupational health / safety activities
* carrying out performance evaluation processes
* managing finance and accounting affairs
* conducting training activities
* monitoring and conducting legal affairs
* following up requests/complaints
* executing information security processes
* ensuring the security of movable property and resources
* ensuring physical space security
* conducting emergency management processes
* performing activities to ensure business continuity
* executing the activities in accordance with the legislation
* performing risk management processes
* ensuring the security of data controller operations
* carrying out / supervising business activities
* conducting audit / ethics activities
* executing the procurement processes of goods/services
* executing the sales processes of goods/services
* informing authorized institutions and organizations

**TO WHOM AND FOR WHAT PURPOSE THE PROCESSED PERSONAL DATA MAY BE TRANSFERRED**

**The personal data in question are provided to the following recipient groups:**

* bank
* authorized public institutions and organizations
* natural persons or private law legal entities

**may be transferred for the purposes set out below:**

* fulfilling employment contractual and legislative obligations for employees
* managing finance and accounting affairs
* monitoring and conducting legal affairs
* conducting emergency management processes
* conducting training activities
* executing the activities in accordance with the legislation
* performing risk management processes
* ensuring the security of data controller operations
* executing fringe benefits and interests processes for employees
* carrying out / supervising business activities

**METHOD AND LEGAL REASON FOR COLLECTING PERSONAL DATA**

**The personal data in question are collected by the following methods:**

* written
* phone call
* website
* mobile app
* email
* other electronic applications and devices

**and are processed based on the legal reasons set out below:**

* obtaining explicit consent
* stipulated in the law
* conclusion / performance of the contract
* legitimate interest of the data controller
* fulfillment of a legal obligation
* data processing is mandatory for the establishment, exercise or protection of a right

**OTHER RIGHTS OF DATA SUBJECTS LISTED IN ARTICLE 11 OF THE KVKK**

You are required to submit your requests within the scope of your rights specified in Article 11 of the KVKK in accordance with the provisions of the Communiqué on the Procedures and Principles of Application to the Data Controller, using the contact information we have provided in the "OUR IDENTITY AS A DATA CONTROLLER" section of our Disclosure Text; If your application is in writing, you must submit it in person or through a notary public, or with secure electronic signature, or with mobile signature, or by using your e-mail address previously notified to us by you and registered in our system, or to our registered electronic mail (REM) address. In your application, you may also use the Application Form we have prepared within the framework of Article 13 of the KVKK and the Communiqué on the Procedures and Principles of Application to the Data Controller.