

## **Data Privacy Notice related to the protection of personal data concerning Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş. candidate application management process**

### **We would like to see you in our team.**

In this statement concerning the protection of personal data, we will inform you about how your personal data is processed and your rights during Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. candidate application management process. Personal data means any information such as the date of birth, address or invoice information relating to an identified or identifiable real person.

### **Our company respects your privacy.**

The protection of your personal data and the security of your entire data is very important to us. We always consider these issues in our business processes. Personal data collected as part of your application will be treated as confidential in accordance with legal provisions.

Protection of personal data and information security is an integral part of our corporate policy.

### **Data Controller**

Your personal data may be processed by Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. (“**Company**”) in the capacity of data controller in accordance with the applicable data protection laws, especially the Personal Data Protection Law No. 6698 (“**Law**”), as described below.

### **Application for the positions announced on our business portal**

The easiest way to make a job application to our Company is directly to apply to a position posted on one of our business portals. Your application will be evaluated in accordance with our internal processes.

Written applications are manually entered into Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. candidate application management system and then returned to you or destroyed. After your application will be manually entered into the system, you will receive an email allowing you to activate your application. If you do not activate your application within 30 days, your data will be deleted from our application management system and you will be removed from the selection process.

You also have the option to forward your application through an employee of the Company using your personal network. For this, it is enough that you transmit your CV to the related employee. Then, this person will upload your CV to the employee management system. Thereafter, you will receive an email to activate your application. If you do not activate your application within 30 days, your data will be deleted from Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. candidate application management system and you will be removed from the selection process. Our employees can recommend you to us. The said employee can see the overall status of your application but cannot see other details of your application process.

You will be informed by e-mail about the status of your application. You can edit your personal data or withdraw your application at any time during the application process. To do this, you will need a SmartRecruiters profile. You can create this profile from the [SmartRecruiters](#) website.

If we are given your express consent, you will receive e-mails during the application process and subsequently about other positions in our Company or other Bosch Group companies that you may be interested in.

### **Processed data categories**

The main categories of your processed personal data are:

- Basic data (e.g. person's name, date of birth, nationality, residential address, ID number, blood type, driver's license)
- Documents (e.g. references, certificates, CV)
- Travel expenditure information
- Contact information (e.g. email address, phone/mobile number, IT user ID, voice and video recordings)

These may include sensitive personal data such as health information.

### **Collection method of your personal data and legal reasons**

Your personal data will be collected from electronic media and/or physical environments for the purposes of receiving and evaluating job applications through the channels (methods) of the human resources platforms. Your personal data is collected under the terms of the personal data processing of the establishment or performance of the contract, legitimate interest, legal obligation and, where applicable, express consent, as provided in Articles 5 and 6 of the Act.

Particularly when recruiting in critical positions, your personal data and CV submitted under your application may need to be subject to further review. The result of this review will be documented in Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. candidate application management system. If a background check is required, this information will be clearly stated in the job posting. These inspections shall be carried out in accordance with the relevant legal regulations. To this end, we only work with carefully selected service providers.

### **Data transfer after the recruitment**

If we hire you for a position, your personal data that you have declared under your application will be transferred from Bosch Termoteknik Isıtma ve Klima Sanayi Ticaret A.Ş.. candidate application management system to our HR management systems. The said data will be stored and processed in these systems as employee data.

### **Purposes of processing personal data**

In accordance with the basic principles set forth by the Law and personal data processing conditions set out in Articles 5 and 6 of the Law, your collected personal data may be processed with the purposes of planning and/or execution of application, selection and evaluation processes of employee candidates, planning and/or execution of internal/external communication activities required for placement of employee candidates, planning and/or provision of reference controls for placement of employee candidates, informing the authorized persons and/or institutions about the information based on the legislation and planning and/or performing relations with our principal shareholders within the scope of planning and/or execution of human resources policies and processes of our Company and planning and/or execution of activities to ensure legal and technical security of our Company and related persons in business relationship with our Company.

### **Sensitive personal data**

Personal data in the category of sensitive personal data (such as health data) specified in Article 6 of the Law are personal data that have risk of causing victimization or discrimination of the persons when processed unlawfully. Our Company shows great sensitivity to your sensitive personal data that you submit within the scope of your application and your sensitive personal data are processed in accordance with the Law and relevant local legislation if you have express consent. In addition, the decision of the Personal Data Protection Board dated 31/01/2018 and numbered 2018/10 on "Adequate Measures to be Taken by the Data Controllers in the Processing of Sensitive Personal Data" is applied when processing sensitive personal data.

### **Transfer of personal data and purposes of transfer**

Your personal data collected may be transferred to our domestic and/or international business partners within the scope of the personal data processing purposes described above by our Company, in accordance with the basic principles stipulated in the Law and in accordance with the personal data processing conditions specified in Articles 8 and 9 of the Law. It may also be shared with other Bosch Group companies within your consent under your express consent.

### **Parties and service providers (data processors)**

We carefully select our service providers and inspect them at regular intervals. Our main purpose to do this is to ensure that your personal data is carefully processed and stored securely. We require all our service providers to work in confidentiality and to comply with legal regulations. Other companies belonging to the Bosch Group can also be defined as service providers.

**Transfer of personal data to the recipients outside Turkey**

In accordance with Article 9 of the Law, in case (i) you have your express consent, or (ii) the conditions set out in Articles 5/2. and 6/3. of the Law are met, your personal data may be transferred to foreign countries that are declared to have sufficient protection by the Personal Data Protection Board, or to foreign countries where our Company and the data controllers/processors in the relevant foreign country undertake adequate protection in writing and have the permission of the Personal Data Protection Board in the absence of adequate protection.

**Preservation period**

Although processed in accordance with the provisions of the Law and other relevant legislation, your personal data will be erased, destroyed or made anonymous in the event that the reasons requiring processing are eliminated. After the application process is completed, your personal data will continue to be stored in case it is required by law. In addition, your personal data may be stored in the periods of time when there can be a counterclaim against us.

**Security during data processing**

We take all necessary technical and corporate measures to eliminate the risk of undesirable or illegal destruction, manipulation, loss, modification, sharing, or access to unauthorized third parties of your personal data, and to ensure appropriate security. We are constantly working to improve our security measures and keep them up to date.

**User rights**

As personal data owner, we hereby declare that you have the following rights under Article 11 of the Act:

- To learn whether your personal data is processed or not,
- If your personal data have been processed, to request information relevant to it,
- To get information about the purpose underlying the process of your personal data and whether such data are used in line with the said purpose,
- To know about third parties at home or abroad to whom your personal data is transferred,
- To request correction of your personal data in case of incomplete or incorrect processing and to request this to be informed the third parties to whom the personal data are transferred,
- To request the deletion or destruction of personal data in the event that the reasons that require processing are eliminated, although it has been processed in accordance with the Law and other relevant provisions of the law, and to request that the transaction carried out within this scope be informed to third parties,
- To object in the event that a result arises against you by analyzing the processed data exclusively through automated systems,
- To request the losses and damages that may arise from the unlawful processing of personal data to be remedied.

Your application request for the rights listed above will be concluded free of charge as soon as possible and within thirty days at the latest; however, if the process requires additional costs, you may be charged a fee according to the tariff set by the Personal Data Protection Board.

For detailed information about your rights and application methods, please check our website at <https://www.bosch-thermotechnology.com/tr/tr/residential/altbilgi/kisisel-verileri-koruma-kanunu/>.