

**MAGNA LAW LEGAL & CONSULTING EMPLOYEE CANDIDATES
CLARIFICATION TEXT PURSUANT TO PERSONAL DATA PROTECTION
LAW**

To the extent that Magna Law Legal & Consulting (“Magna Law”) processes personal data as the data controller, Magna Law determines the purposes and means of processing personal data and is responsible for the establishment and management of the data filing system in accordance with Law No. 6698 on the Protection of Personal Data (“**Data Protection Law**”).

The purpose of this notice is to protect fundamental rights and freedoms of persons and inform the data subjects who are employee candidates with concerning the processing of personal data in line with job applications within the scope of the obligation to inform in compliance with the Constitution, international conventions in regards to human rights and relevant legislation which shall be binding upon natural or legal persons who process personal data.

Employee candidates are attorneys, interns and administrative staff candidates who apply to work within Magna Law.

This document is prepared under the concepts and principles explained in Magna Law Legal & Consulting Personal Data Protection and Processing Policy (“**Data Protection Policy**”) and it is updated where necessary.

1. The Purpose of Processing Personal Data

Magna Law collects, processes and stores personal data from time to time as part of its usual business activities to provide full and exclusive services with complying the Data Protection Law, Attorneyship Law No. 1136 and other relevant legislation. In this regard, personal data held by Magna Law is only be processed in compliance with procedures and principles laid down in the Data Protection Law.

Magna Law complies with lawfulness, good faith, within the processing of personal data. Magna Law ensures that the data is being accurate and kept up to date where necessary, being processed for specified, explicit and legitimate purposes and being relevant, limited and proportionate to the purposes for which they are processed and is stored for the period laid down by relevant legislation or the period required for the purpose for which the personal data are processed.

Magna Law processes the personal data of its employee candidates under principles in this notice for the following reasons:

- To improve the policies regarding human resources and corporate governance principles,

- To evaluate job applications,
- To hire new employees,
- To be able to communicate with data subject with other related communication channels in case of necessity or emergency.

2. Transfer of Personal Data and Reasons to Transfer

Magna Law can transfer personal data of data subject with the explicit consent of the data subject, with the request of the data subject or without the explicit consent of data subject to inform administrative authorities due to its responsibilities stems from legislations. All necessary technical and administrative precautions are taken while transferring personal data to third parties. The personal data of employee candidates are not transferred abroad.

3. The Method and Legal Basis of Collection of Personal Data

Magna Law collects the personal data of employee candidates via communication forms and physical methods both orally and written in compliance with the Data Protection Law and ethical norms. The personal data sent by employee candidates to the *info@magnahukuk.com* is also collected over the database.

Magna Law collects personal data of employee candidates with the explicit consent of data subject and where data processing is necessary for the establishment, exercise or protection of any right and where the processing of data is necessary for the legitimate interests pursued by the data controller and does not violate the fundamental rights and freedoms of the data subject.

4. Protection of Personal Data

Magna Law takes all necessary technical and administrative precautions envisaged in Data Protection Law and secondary legislation to ensure that the personal data is accurate, stored in a secure place, erasable when necessary updatable and alterable, and preventable the misuse of the personal data.

The confidentiality obligation of Magna Law employees and third parties continue after they terminate their employment and data is only used in compliance with the Data Protection Law.

Personal data which is processed physically is stored in locked cabinets and the personal data which is processed in a virtual environment is protected with firewalls with technical support. Personal data processed within the scope of job applications are stored for one year within Magna Law. After the year, these data are destructed under Article 7 of Data Protection Law and “By-Law on Erasure, Destruction or Anonymization of Personal Data”.

If Magna Law notices that any third party takes possession of personal data illegally, it shall inform the data subject and the Authority without any delay.

5. Rights of the Employee Candidates as a Data Subject

Each employee candidate as a data subject has the right to request to the data controller about him/her:

- to learn whether his/her personal data are processed or not,
- to demand information as to if his/her personal data has been processed,
- to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
- to know the third parties to whom his personal data are transferred in-country or abroad,
- to request the rectification of the incomplete or inaccurate data, if any,
- to request the erasure or destruction of his/her personal data under the conditions referred to in Article 7,
- to request reporting of the operations carried out pursuant to sub-paragraphs (d) and (e) to third parties to whom his/her personal data have been transferred,
- to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
- to claim compensation for the damage arising from the unlawful processing of his/her personal data.

In this regard, the data subject can use her/his right regarding the data processed by Magna Law as a data controller by applying to Magna Law in written form.

6. Exercise of the Employee Candidate's Right as a Data Subject

The data subject who wants to use or performs its rights explained in Section 5 of this document might contact Magna Law with its written request at "*Mustafa Kemal Mahallesi, Dumlupınar Blv. 266/A TepePrime A Blok D:81, 06510 Çankaya/Ankara*" by hand, by post or via public notary.

Further to this, the request can be delivered via registered electronic mail (REM) to info@magnahukuk.com.

The data subject must state explicitly his/her name, surname, national ID number (for foreigners this notification must include nationality, passport number and ID number if there is so.), registered address or business address, contact number and the reason of request.

In case of a request to perform or use its personal rights pursuant to Section 5, Magna Law will respond to this request as much as possible and in a maximum of 30 days. All requests will be processed free of charge. If the action requires, we reserve the right to demand extra fees charged by authorities or payments due to legislation.