

SZUTEST CONFORMITY ASSESSMENT INC (hereinafter referred to as SZUTEST) attaches great importance to the protection of your personal data as the Data Controller. With this Privacy Notice, we would like to inform you about your personal data in accordance with the Personal Data Protection Law No. 6698 (PDPL), the European Union General Data Protection Regulation (GDPR), the Communique on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform and other legislation.

SZUTEST has adopted the following principles when processing personal data.

- Compliance with the law and honesty rules.
- Being accurate and up-to-date when necessary.
- Processing for specific, explicit and legitimate purposes.
- Being relevant, limited and restrained for the purpose for which they are processed.
- To be kept for the period required by the relevant legislation or for the purpose for which they are processed.

**Identity of the data controller**

Company Title : SZUTEST CONFORMITY ASSESSMENT INC.  
Mersis No : 07888048777400001  
Contact info : TATLISU MAHALLESİ AKIF INAN SOKAK NO: 1/1 UMRANIYE/ İSTANBUL/TURKEY  
Phone No : +90 216 469 4666  
E-mail address : kvkaydinlatma@szutest.com.tr  
Registered E-Mail : szutest@hs01.kep.tr

**For what purpose personal data will be processed**

Personal Data Category	Personal Data
Identity	Name Surname, Military Status, Gender, Date of Birth, Place of Birth, Signature, Driver's License Information, TR Identity Number, Title, Nationality
Contact	E-Mail Address, Contact Address, Telephone No.
Customer Transaction	Request/Complaint Information
Physical Space Security	Camera Recordings
Professional experience	Scholarships Received, Computer Knowledge, Diploma Information, Courses Attended, Seminars Attended, Salary Expectation, Professional Training Information, Professional Experience Information, Certificates, Exam Information, Foreign Language Knowledge, Projects Completed, Skills
Video and Audio Recordings	Photograph

  

Special Qualified Personal Data Category	Special Qualified Personal Data
Health Information	Disability Information

Your personal data in these forms is processed by us in accordance with the restrictions specified in the law.

SZUTEST processes personal data of employee candidates for the following purposes.

- Execution of Employee Candidate / Intern / Student Selection and Placement Processes
- Execution of Application Processes of Employee Candidates
- Ensuring Physical Space Security,
- Planning of Human Resources Processes
- Execution of Communication Activities
- Tracking of Requests / Complaints
- Execution of Activities in Compliance with the Legislation

**Method and legal reason for collecting personal data**

SZUTEST is a Notified Body operating both at domestic and foreign and a conformity assessment body with the authorizations it has received from various accreditation-authorization bodies, in accordance with the Communique on the Appointment of SZUTEST Conformity Assessment Inc as a Notified Body. For this reason, there are many national and international regulations that our Company is subject to in its establishment and operation. Our company performs its duties within the framework of the Regulation on the Accreditation of Conformity Assessment Bodies, the Regulation on Conformity Assessment Bodies and Notified Bodies, the Regulation on the Accreditation of Halal Conformity Assessment Bodies, other legislation and international standards.

SZUTEST, regarding its activities, continues providing services as a Conformity Assessment body authorized by the Republic of Turkey Ministry of Health, Ministry of Environment and Urbanization, Ministry of Family, Labor and Social Services, Ministry of Energy and Natural Resources, Ministry of Industry and Technology, Ministry of Commerce and the Vocational Qualifications Authority, accredited by the Turkish Accreditation Agency (TURKAK), Halal Accreditation Agency (HAK), International Accreditation Services (IAS), approved by the European Commission (CE 2195).

Your personal data is obtained by fully or partially automated means (Kariyer.Net, LinkedIn, Mail, Web Site), and non-automated means (Employee Candidate Job Application Form, Disabled Employee Candidate Job Application Form, CV-Resume, Relevant Person Application Form) provided that they are part of the data recording system.

In order to ensure physical space security, security camera recordings are obtained and processed within the scope of our Company's legitimate interests in accordance with Article 5/2-f of the PDPL.

Your personal data obtained by our company is only obtained and processed within the scope of your explicit consent in accordance with Article 5/1 of the PDPL.

**To whom and for what purpose personal data can be transferred**

By means of this Privacy Notice, you are informed that your processed personal data can be shared with group companies (SZUTEST SOFTWARE TECHNOLOGIES INDUSTRY AND TRADE LTD. COMPANY, SZUTEST JOINT HEALTH AND SAFETY UNIT LTD. COMPANY, EGITIM101 EDUCATION SERVICES INC, SZUTEST KONFORMITÄTSBEWER-TUNGSSTELLE GMBH GERMANY, SZUTEST LTD. BULGARIA, MALTA CONFORMITY ASSESSMENT HOLDING LTD. MALTA) and SZUTEST's domestic and foreign communication offices ([www.szutest.com.tr/iletisim](http://www.szutest.com.tr/iletisim)) when necessary in order to carry out business organization and planning in accordance with the above purposes and the conditions in Articles 8 and 9 of the PDPL, with explicit consent in cases where explicit consent is required by law, and in cases where it is mandatory within the framework of the conditions determined by the law and to the extent necessary.

Your personal data can be shared with domestic and foreign information technology companies outside the Company within the scope of receiving information technology services. In addition, in the event of a dispute or when requested by official authorities (such as judicial and administrative authorities), your personal data may be shared with these authorities, consulting attorneys' offices and supervisory authorities, within the scope of the Company's legal obligation and where data processing is necessary to establish a right.

Your health information, which is your personal data of special nature, is shared with IS-KUR within the scope of legal obligation.

**Other rights of the related person as listed in Article 11**

Dear employee candidate, we inform you that you have the following rights in accordance with Article 11 of the PDPL:

- Learning whether personal data is processed or not,
- If personal data has been processed, requesting information about it,
- To learn the purpose of processing personal data and whether they are used in accordance with the purpose,
- Knowing the third parties to whom personal data is transferred in the country or abroad
- Requesting correction of personal data in case of incomplete or incorrect processing
- Requesting the deletion or destruction of personal data,
- Requesting notification of the transactions regarding the correction, deletion or destruction of personal data to the third parties to whom the personal data has been transferred,
- Objecting to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
- Requesting the compensation of the damage in case of loss due to unlawful processing of personal data

You can submit your requests regarding your rights in Article 11 of the PDPL to our company by filling in the FR.VYS.03 RELATED PERSON APPLICATION FORM, which you can access on our website "www.szutest.com" according to the Communiqué on Procedures and Principles for the Request to Data Controller. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest; however, if the transaction requires an additional cost, you may be charged a fee according to the tariff to be determined by the Personal Data Protection Board.

***I have read and understood the Employee Candidate Privacy Notice above. I undertake to notify SZUTEST immediately if there is a change in my personal data contained in this Text.***

**Name-surname:**

**Date:**

**Signature:**