

Tekfen Mühendislik

Employee Data Protection Notice

Purpose of the Notice and Data Controller

The purpose of this personal data processing and protection notice is to inform you, in accordance with the Law No. 6698 on the Protection of Personal Data ("KVKK"), about how your personal data is processed by the data controller, Tekfen Mühendislik A.Ş. (Tekfen Mühendislik).

This notice has been prepared to inform our employees, who are in an employment relationship with Tekfen Mühendislik, about the processing of their personal data in the context of business processes.

Tekfen Mühendislik is the data controller responsible for determining the purposes and means of processing personal data relating to you and for establishing and managing the data recording system.

- **Tekfen Mühendislik A.Ş.**
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Mean of Collection and Your Personal Data Collected

Categories and Types of Data Processed

The categories of personal data processed are specified in the table below.

Category.	Types of Personal Data
Identity	Surname, First Name, Signature, Turkish ID Number, Date of Birth, Place of Birth, Father's Name, Gender, Nationality, etc.
Payroll	Wage, Period, Bonus, Child Benefit Amount, Sick Time, Leave, Date of Issuance, Legal Requirement Code, etc.
Company Information	Name of the Company, Position in the Company, Title in the Company, Department, Company Employee Id, Project Information, Project Name, Project/Job Number, Department, Project Start Date, Institution E-mail, Employer Registration Number, PACS Card Number, Date of Employment, Date of Termination, etc.
Document Information	Date of Signature, Date of Document, Date of Issuance, Document No, Document No, Notification Date, Deadline Date, Meeting Place, Meeting Date, Meeting Time, etc.

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Social Security	Registration No, Occupational Code, Incident Causing Injury, Specific Activity Carried Out at the Time of the Accident, Starting Time on the Day of the Accident, Date of First Recruitment, Employment Status, Has Received Occupational Health and Safety Training, Lost Working Days Due to the Accident, Date and Time of Notification, etc.
Travel	Business (Expense) Location, Expense Amount, Travel End Date, Travel Start Date, Expense Date, Expense Type, Expense Location, Explanation Note, Claim Status, Transportation Class, etc.
Health Information	Location of the Wound on the Body, City of Medical Intervention, City of Medical Intervention, District of Medical Intervention, Place of Medical Intervention, Type of Wound, Date and Time of Medical Intervention, Incapacity for Work as a Result of Accident, Incapacity for Work as a Result of Accident, Congenital / Chronic Disease etc.
Contact	Telephone Number (Mobile), E-Mail Address, Fax Number, Address, Telephone Number (Fixed), Personal E-Mail Address
Personnel	Title in the Company, Wage, Wage Payment Date, Number of Children, Date of Employment, Date of Resignation, Fund Preference Delegation of Authority, Country of Taxation, Work Performed, Disciplinary Information, Performance Evaluation Information, Resources Used and Embezzlement Information, BES Employee Status, etc.
Professional Experience	Profession, Area of Responsibility, Line of Business, Date of Commencement of Employment, Date of Issuance of the Document, Subject of Training, Driver's license information, Date of Termination, Job Description, Duration of Training / Seminar Attended, Type of Work, Diploma Date and No, etc.
Education Information	Level of Education, Name of the Company, End Date of Education, Name of the Training / Seminar Attended, Start Date of Education, Company of Education Certificate, Foreign Language, Class, Duration / End Date of the Certificate, Faculty of Education, etc.
Process Security	User Name, Start and End Time, Password / Passphrase, Operation Time, Local IP Address, User Start Time, MAC Address, Source IP Address and Port Number, etc.
Address	Address, Address Province, Address District, Address Door No, Address Neighborhood / District, Address Apartment Name, Address Type, Address Type, Address No
Finance	IBAN, Tax Office, Tax Identification Number, Credit Card Number, Due Date, Installment Status, Bank Account Number, Statement Debt, Bank Name, Available Limit, etc.
Legal Action	Case No., Debt Amount, Notary Information, Notary Journal Number, Notary Transaction Type, Authorized Representative Name / Surname, Power of Attorney Date, Authorized Representative T.R. ID No, Authorized to Sign, Authorizations Given by Power of Attorney, etc.
Card Access System	PACS Card Reader No, PACS Used Gate No, PACS Reading Time, Registration No, Visit Time
Military Service	Military Status, Unit of Military Discharge, Date of Military Discharge, Date of Conscription
Location	Location Coordinate Information
Audio and Visual Recordings	Security Camera Recordings

Obtaining Your Personal Data

The following shows your personal data and the means of obtaining it. The same personal data may be obtained by more than one mean.

Mean / Media	Data Categories
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Directly from you by non-automated means <i>in paper</i>	Identity, Social Security, Address, Company Information, Personnel, Health Information, Document Information, Payroll, Contact, Finance, Professional Experience, Education Information, Transaction Security, Driver's License Information, Audio and Visual Records, Military Service, Resources and Vehicles Used;
Directly from you by automated means <i>electronically</i>	Identity, Address, Company Information, Document Information, Contact, Finance, Professional Experience, Education Information, Driver's License Information, Military Service, Identity, Company Information, Personnel, Document Information, Transaction Security, Location, Travel and Card Access System;

Purposes and Legal Bases for Processing Your Personal Data

The table below sets out the legal bases and purposes for the processing of your personal data.

<i>In accordance with Article 5/2a of the KVKK, as it is expressly provided for by the laws</i>	
For the purpose of carrying out occupational health / safety activities <i>With reference to the General Obligation of the Employer on Occupational Health and Safety (Article 4) in the Occupational Health and Safety Law;</i>	Identity and Company Information
To carry out financial and accounting affairs <i>In accordance with the Bookkeeping Obligation (Article 64) of the Turkish Commercial Code;</i>	Identity, Company Information, Document Information, Contact, Finance and Travel
In order to fulfill the obligations arising from the employment contract and legislation for employees <i>Based on the Annual Paid Leave Right (Article 53) in the Labor Law;</i>	Identity, Corporate Information and Personnel
In order to fulfill the obligations arising from the employment contract and legislation for employees <i>Based on the obligation to keep a personnel file in the Labor Law (Art. 75/1);</i>	Identity
In order to carry out storage and archive activities	Identity, Communication and Transaction Security

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<i>With reference to the Internet Law (Article 7/2) in the Law on Regulating Publications on the Internet and Combating Crimes Committed Through These Publications;</i>	
<i>On the grounds that the processing of personal data relating to the parties to a contract is necessary for the establishment or performance of the contract as specified in Article 5(2)(c) of KVKK</i>	
<i>In order to carry out the application processes of employee candidates</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity, Personnel and Transaction Security
<i>In order to ensure physical space security</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Company Information and Card Access System
<i>In order to ensure the security of movable property and resources</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity and Source Used
<i>In order to follow up on requests/complaints</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i> <i>In order to carry out information security processes</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity, Corporate Information and Transaction Security
<i>In order to fulfill the obligations arising from the employment contract and legislation for employees</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity, Social Security, Address, Company Information, Personnel, Health Information, Document Information, Payroll, Contact, Finance, Professional Experience, Education Information, Transaction Security
<i>For the follow-up and execution of legal affairs</i> <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity and Document Information
<i>In order to carry out the procurement processes of goods / services</i>	Identity

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Based on the Employment Contract concluded/to be concluded with you;	
In order to carry out goods / service production and operation processes Based on the Employment Contract concluded/to be concluded with you;	Identity, Document Information, Company Information, Personnel, Professional Experience, Resources Used and Production Information
In order to carry out communication activities Based on the Employment Contract concluded/to be concluded with you;	Identity, Corporate Information and Contact
In order to carry out the assignment processes Based on the Employment Contract concluded/to be concluded with you;	Identity, Communication and Travel
For the purpose of conducting training activities Based on the Employment Contract concluded/to be concluded with you;	Identity, Corporate Information and Professional Experience
For the purpose of execution/supervision of business activities Based on the Employment Contract concluded/to be concluded with you;	Identity, Company Information, Personnel, Document Information and Card Access System
In order to plan human resources processes Based on the Employment Contract concluded/to be concluded with you;	Identity, Contact, Professional Experience, Education Information, Driving License Information and Military Service
For the purpose of carrying out occupational health / safety activities Based on the Employment Contract concluded/to be concluded with you;	Identity, Company Information, Document Information, Driver's License Information and Vehicle
In order to ensure the security of movable property and resources Based on the Employment Contract concluded/to be concluded with you;	Identity, Company Information
In order to carry out performance evaluation processes Based on the Employment Contract concluded/to be concluded with you;	Identity, Organizational Information, Performance / Efficiency

To carry out financial and accounting affairs <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity, Company Information, Document Information, Contact, Finance and Travel
For the purpose of conducting audit / ethics activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity, Company Information, Document Information

Also;

Budget Cost Manager	
To carry out financial and accounting affairs <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Company Information (Project/Business No., Document Information (Date of Issuance)
In order to carry out the procurement processes of goods / services <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Document Information (Document Date, Document Number

DCC Officer	
For the purpose of execution/supervision of business activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Document Information (Document Date, Document Number

Evaluator	
For the purpose of conducting training activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Document Information (Date of Signature)

Department Manager	
For the purpose of conducting training activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature

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To carry out financial and accounting affairs <i>Based on the Employment Contract concluded/to be concluded with you;</i> In order to carry out the procurement processes of goods / services <i>Based on the Employment Contract concluded/to be concluded with you;</i>	
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Receiving Education	
For the purpose of conducting training activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Corporate Information (Position in the Company, Name of the Company, Department, Corporate Registry No.)Professional Experience (Date of Training / Seminar Attended, Training Subject, Company where the Training Certificate was obtained, Name of the Training / Seminar Attended, Duration of the Training / Seminar attended, etc.)

Training Provider	
For the purpose of conducting training activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname), Company Information (Position in the Company)

General Manager and Deputy General Manager	
Execution of contract processes, Execution of goods / service procurement processes, Execution of finance and accounting affairs and Execution of custody and archive activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature)Company Information (Project Name, Project/Work No., Document Information (Date of Issuance)

Accounting Officer	
To carry out financial and accounting affairs <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature

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For the purpose of execution/supervision of business activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature) Document Information (Document Date, Document Number)
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Engineer In order to carry out activities in accordance with the legislation <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, T.R. ID No), Professional Experience (Validity Date), Education Information (End Date of Education, School Name), Professional Chamber Information (Chamber Registration Date, Chamber Registration No, Registered Chamber
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Project Leader / Responsible In order to carry out storage and archive activities <i>Based on the Employment Contract concluded/to be concluded with you;</i> In order to execute contract processes <i>Based on the Goods / Service Procurement Contract concluded / to be concluded with you;</i>	Identity (Name, Surname, Signature)
For the purpose of execution/supervision of business activities <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname, Signature) Document Information (Document Date, Document Number)
In order to carry out goods / service production and operation processes <i>Based on the Employment Contract concluded/to be concluded with you;</i>	Identity (Name, Surname), Company Information (Project Name, Project Start Date, Project End Date)
In order to carry out the sales processes of goods/services <i>Based on the Employment Contract concluded/to be concluded with you;</i> In order to carry out the procurement processes of goods / services	Identity (Name, Surname, Signature) Corporate Information (Project Name, Project/Job Number, Department)

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Based on the Employment Contract concluded/to be concluded with you;	
To carry out financial and accounting affairs Based on the Employment Contract concluded/to be concluded with you;	Identity (Name, Surname, Signature) Company Information (Project Name) Document Information (Date of Issuance)

Contract Officer	
For the purposes of execution of contract processes, execution/supervision of business activities and execution of custody and archive activities Based on the Employment Contract concluded/to be concluded with you;	Identity (Name, Surname, Signature) Document Information (Document Date, Document Number)

On the grounds that the processing is necessary for compliance with a legal obligation to which the data controller is subject, as specified in Article 5(2)(ç) of KVKK	
In order to carry out risk management processes With reference to the Conduct of Risk Assessment (Article 4) in the Occupational Health and Safety Law;	Identity
In order to carry out activities in accordance with the legislation With reference to the Obligation to Produce and Store Internal Distribution Logs (Article 4) in the Regulation on Internet Bulk Use Providers; In order to carry out storage and archive activities With reference to the Obligation to Produce and Store Internal Distribution Logs (Article 4) in the Regulation on Internet Bulk Use Providers;	Process Security
In order to create and track visitor records With reference to the General Obligation of the Employer on Occupational Health and Safety (Article 4) in the Occupational Health and Safety Law;	Identity and Card Access System
In order to carry out emergency management processes	Identity, Corporate Information and Contact

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Based on the obligation to prepare an Emergency Plan (Article 12) in the Regulation on Emergency Situations in Workplaces;	
For the purpose of carrying out occupational health / safety activities Based on the Occupational Health and Safety Training Obligation (Article 17) in the Occupational Health and Safety Law;	Identity and Professional Experience
In order to carry out storage and archive activities Referring to the Retention of the Emergency Plan (Article 14/2) in the Regulation on Emergency Situations in Workplaces;	Identity, Corporate Information and Contact
In order to fulfill the obligations arising from the employment contract and legislation for employees Referring to the Regulation on the Payment of Wages, Premiums, Bonuses and All Kinds of Remuneration of this Nature through Banks Referring to the Regulation on the Payment of Wages through Banks (10);	Identity and Finance
In order to carry out activities in accordance with the legislation With reference to the Internet Law (Article 7/2) in the Law on Regulating Publications on the Internet and Combating Crimes Committed Through These Publications;	Process Security
For the follow-up and execution of legal affairs Pursuant to Article 41 of the Trade Registry Regulation on the Announcement of General Assembly Resolutions that must be registered with the Trade Registry;	Identity, Address and Company Information
For the purpose of carrying out occupational health / safety activities With reference to the General Obligation of the Employer on Occupational Health and Safety (Article 4) in the Occupational Health and Safety Law;	Identity and Professional Experience
For the purpose of carrying out occupational health / safety activities In accordance with the Regulation on the Duties, Authorities, Responsibilities and Trainings of Occupational Safety Specialists, the obligation of the Occupational Safety	Identity and Document Information

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Specialist to prepare the Annual Work Plan and Evaluation Report (Article 9);	
In order to carry out activities in accordance with the legislation Pursuant to Article 41/2 of the Military Service Law on the Non-employment of Absconders and Absconders (Article 41/2);	Identity and Military Service
In order to provide information to authorized persons, companies and organizations In accordance with the Obligation to Notify Exit from Employment (Article 9) of the Social Security and General Health Insurance Law; In order to provide information to authorized persons, companies and organizations Based on the Obligation to Submit Withholding and Premium Service Declaration (Article 4) in the General Communiqué on Withholding and Premium Service Declaration (sequence No: 1);	Identity, Social Security, Personnel and Payroll
In order to fulfill the obligations arising from the employment contract and legislation for employees With reference to the Obligation to Provide a Work Document (28) in the Labor Law;	Identity, Social Security, Company Information and Professional Experience
In order to provide information to authorized persons, companies and organizations Pursuant to the Registration of Commercial Representative in the Trade Registry (Article 40) of the Turkish Commercial Code;	Identity, Address, Company Information and Document Information
In order to ensure physical space security With reference to the General Obligation of the Employer on Occupational Health and Safety (Article 4) in the Occupational Health and Safety Law;	Identity, Corporate Information, Transaction Security, Audiovisual Records and Card Access System
In order to fulfill the obligations arising from the employment contract and legislation for employees Based on the obligation to have a written employment contract (Article 8) in the Labor Law;	Identity, Social Security, Address, Company Information, Payroll, Finance and Education Information
For the purpose of carrying out occupational health / safety activities	Identity, Address, Company Information, Personal, Contact, Professional Experience and Education Information

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<i>In accordance with the Occupational Health and Safety Law (Article 15/1-b1);</i>	
<i>In order to carry out activities in accordance with the legislation</i> <i>Based on the obligation to keep a personnel file in the Labor Law (Art. 75/1);</i>	Identity
<i>For the purpose of carrying out occupational health / safety activities</i> <i>Based on the Occupational Health and Safety Committee Minutes Keeping (9) in the Regulation on Occupational Health and Safety Committees;</i> <i>In order to carry out storage and archive activities</i> <i>Based on the Employer's Obligation to Keep the Minutes of the Board Meeting (10) in the Regulation on Occupational Health and Safety Boards;</i>	Identity, Corporate Information and Document Information
<i>In order to provide information to authorized persons, companies and organizations</i> <i>Based on Article 27/3 of the Occupational Health and Safety Law No. 6331, the obligation to notify the Ministry of Health via Ibys;</i>	Identity, Address, Company Information, Personal, Contact, Professional Experience and Education Information
<i>In order to carry out storage and archive activities</i> <i>With reference to the Employer's Obligations Regarding Health and Safety Records and Approved Book (Article 7) in the Occupational Health and Safety Services Regulation;</i>	Identity and Document Information
<i>In order to fulfill the obligations arising from the employment contract and legislation for employees</i> <i>Based on the Automatic Inclusion of Employees in the Private Pension System (Additional Article 2) in the Private Pension Savings and Investment System Law;</i> <i>In order to carry out activities in accordance with the legislation</i> <i>Based on the Automatic Inclusion of Employees in the Private Pension System (Additional Article 2) in the Private Pension Savings and Investment System Law;</i>	Identity, Corporate Information, Personnel, Payroll, Contact and Finance
<i>In order to provide information to authorized persons, companies and organizations</i> <i>With reference to the Declaration of the Identity of the Employee in the Identity Declaration Law (No. 1774);</i>	Identity, Address, Company Information, Payroll and Contact

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<i>In order to carry out storage and archive activities</i> <i>With reference to the Retention of Personal Health Files (Article 7/1) in the Occupational Health and Safety Services Regulation;</i>	Identity, Address, Company Information, Personal, Contact, Professional Experience, Education Information and Personality Inventory
<i>In order to carry out storage and archive activities</i> <i>Referring to the Retention of Sgk Documents (Article 86/1) in the Social Insurance and General Health Insurance Law;</i>	Identity, Social Security, Address, Personnel and Payroll
<i>In order to provide information to authorized persons, companies and organizations</i> <i>In accordance with the Obligation to Issue and Notify Employment Notices (Article 8) of the Social Security and General Health Insurance Law;</i>	Identity, Social Security, Address and Personnel
<i>In order to fulfill the obligations arising from the employment contract and legislation for employees</i> <i>Based on the obligation to issue payroll in the Tax Procedure Law (Article 238);</i>	Identity, Company Information, Personnel and Payroll
<i>In order to carry out storage and archive activities</i> <i>Based on the obligation to keep a personnel file in the Labor Law (Art. 75/1);</i>	Identity, Social Security, Address, Company Information, Personnel, Document Information, Payroll, Contact, Finance, Professional Experience, Education Information, Travel, Driver's License Information and Military Service
<i>In order to carry out storage and archive activities</i> <i>In accordance with the Turkish Commercial Code on Commercial Documents to be Stored and Retention Period (Article 82);</i>	Identity, Company Information, Personnel, Document Information, Payroll and Finance

<i>On the grounds that the processing of personal data is necessary for the establishment, exercise or protection of any right as specified in Article 5(2)(e) of KVKK</i>	
<i>In order to fulfill the Kvkk's burden of proof</i> <i>Based on the Data Controller's Obligation to Inform (Article 10) in the Law on the Protection of Personal Data;</i> <i>Based on the existence of a right;</i>	Identity and Document Information
<i>In order to carry out storage and archive activities</i>	Identity and Military Service

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Pursuant to Article 41/2 of the Military Service Law on the Non-employment of Absconders and Absconders (Article 41/2);	
In order to carry out storage and archive activities With reference to the Statute of Limitations on Wage Claims (Article 32) of the Labor Law;	Identity, Document Information, Personnel, Payroll and Company Information

On the grounds that the processing of personal data is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject, as specified in Article 5(2)(f) of KVKK	
For the purpose of executing access authorizations	Identity, Organization Information and Transaction Security
In order to fulfill the obligations arising from the employment contract and legislation for employees	Identity and Address
In order to carry out management activities	Identity, Address and Company Information
In order to ensure the security of movable property and resources	Identity, Corporate Information, Personnel, Travel, Location and Resource Used
In order to plan human resources processes	Identity, Corporate Information, Personnel and Contact
In order to carry out communication activities	Identity and Company Information
For the purpose of execution/supervision of business activities	Identity, Corporate Information, Finance and Transaction Security
In order to carry out information security processes	Identity and Transaction Security
In order to carry out the application processes of employee candidates	Identity, Social Security, Company Information, Professional Experience and Education Information
To carry out financial and accounting affairs	Identity and Document Information
In order to carry out storage and archive activities	Identity, Address, Company Information, Personnel, Payroll, Document Information, Communication, Finance, Professional Experience, Education Information, Transaction Security, Vehicle, Performance, Production Information, Audiovisual Records, Card Access System, Used Resource Information

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<i>If the processing of personal data is necessary for the fulfilment of legal obligations in the fields of employment, occupational health and safety, social security, social services and social assistance, as specified in Article 6(3)(f) of KVKK</i>	
For the purpose of carrying out occupational health / safety activities <i>By persons under the obligation to keep confidentiality in accordance with the Occupational Health and Safety Law on the Obligation of Recruitment and Periodic Inspection (Article 15/1-b1)</i> In order to provide information to authorized persons, companies and organizations <i>In the Occupational Health and Safety Law No. 6331, in accordance with the Obligation to Notify the Ministry of Health via Ibys (Article 27/3), by persons under the obligation of confidentiality</i>	Health Information
In order to carry out storage and archive activities <i>By persons under the obligation of confidentiality based on the Retention of Personal Health Files (Article 7/1) in the Occupational Health and Safety Services Regulation</i>	Health Information and Personality Inventory
<i>Where your explicit consent exists for the processing of special categories of personal data, in accordance with Article 6(3)(a) of KVKK;</i>	
To carry out career, talent development and performance evaluation processes	Personality Inventory (Psychometric data)

Retention Period and Destruction

Data Retention Period

Your personal data shall be retained for the period prescribed by the applicable legislation or for as long as is necessary to achieve the purposes and legal bases of processing. Personal data whose retention period has expired by operation of law, or whose processing purpose or legal basis has ceased to exist, shall be deleted, destroyed or anonymized in accordance with Article 7 of the Law. In the event of a legal dispute, any data required for the protection of rights may be segregated and retained for submission to the competent judicial authority.

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Upon Termination of Employment

Upon termination of your employment, those personal data contained in your personnel file and in our information systems that must be retained by the data controller to fulfill its legal obligations or to protect its rights—namely for the purposes of information security processes, legal affairs, internal audit activities, and record-keeping and archiving—shall be archived and kept for the statutory retention periods on the grounds that processing is necessary for the establishment, exercise or protection of a right as specified in Article 5(2)(e) of Law No. 6698 on the Protection of Personal Data (KVKK), and shall be destroyed once those retention periods expire.

Email Accounts

As of your termination date, your e-mail account will be closed to outgoing mail. However, in order to protect the Company's rights and legitimate interests, your account will remain open to incoming messages for one (1) month. During that time, an automatic reply will inform senders that you are no longer with the Company and will provide the contact details of your replacement, and all incoming mail will be forwarded to your department manager. At the end of this period, your personal data will be destroyed in accordance with the methods set forth in Article 7 of the Law. Company-issued e-mail accounts must not be used for personal purposes, and no personal data may be processed for non-work purposes via these accounts.

Company-provided e-mail accounts may not be used for personal purposes under any circumstances, and no personal data may be processed through these accounts for any purpose other than business.

Transfer of Your Personal Data

Your personal data may be transferred, upon request, to the relevant authorities without an obligation to inform and without obtaining your explicit consent, in accordance with Article 28(1) of Law No. 6698 on the Protection of Personal Data (KVKK).

Furthermore, in unforeseeable circumstances, your personal data may also be transferred, upon request and within the purposes and limitations prescribed by law, to public institutions (administrative bodies such as ministries) explicitly designated in the legislation.

Apart from those legal obligations that do not require an obligation to inform or your explicit consent, the table below sets out the recipients to whom your personal data are transferred and the purposes of such transfers.

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Recipient / Purpose	Data
Chamber of Commerce / Industry <i>fulfillment of a legal obligation</i>	Identity, Document Information, Address and Company Information;
T.C. Revenue Administration <i>legal obligation</i>	Identity, Social Security, Personnel and Payroll;
Microsoft Ireland Operations Limited <i>realization of communication activities</i>	Identity, Company Information and Contact;
Tekfen Holding subsidiaries and group companies <i>conducting communication activities</i>	Identity and Company Information;
HR Consulting Company <i>obtaining human resources consultancy services</i>	Identity, Company Information, Personnel and Contact;
Social Security Company <i>as required by law</i>	Identity, Social Security, Address and Personal;
Organizations operating in the field of Personnel Service <i>realization of the service</i>	Identity, Corporate Information and Contact
To our suppliers <i>For the purpose of conducting business relations</i>	Identity and Communication
Organizations and companies to which offers or services are provided (Customers and Potential Customers) <i>where required by the relevant party's compliance and regulatory requirements in order to meet the proposal and project requirements.</i>	Identity, Communication Professional Experience, Payroll and Finance
Tender and Project Tracking Platforms (such as KİK E-Kap; Assortis) <i>Limited to authorized personnel in the identification and management of projects to be bid or tendered.</i>	Identity, Communication and Professional Experience
Software Suppliers (such as Adobe, Autodesk, Aveva)	Identity (Name, Surname), Company Information (Name of the Company, E-Mail

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<i>For the licensing and use of software required in project and business processes</i>	Address), Process Security (User Name), Resource Used (Module Used)
<i>Institutions operating in the field of banking</i> <i>to be able to make wage payments</i>	Identity, Payroll and Finance
<i>Institutions operating in the field of Private Pension Insurance</i> <i>as required by legislation</i>	Identity, Organization Information, Personnel, Payroll, Contact and Finance;
<i>To the Ministry of Interior</i> <i>compliance with legislation</i>	Identity, Address, Company Information, Payroll and Contact;
<i>To the Republic of Turkey Ministry of Health</i> <i>to provide information to the competent authorities</i>	Identity, Address, Company Information, Personal, Health Information, Contact, Professional Experience and Education Information;

Your personal data may be transferred abroad to the servers of our infrastructure service provider, Microsoft Ireland Operations Limited, for storage and processing during the use of Microsoft-based business applications and cloud systems, in compliance with the conditions set out in Article 9 of Law No. 6698 on the Protection of Personal Data (KVKK) and subject to appropriate safeguards (standard contractual clauses), for the purposes of executing business processes, conducting communication activities, implementing information security processes, and performing storage and archiving activities.

In addition, if you are authorized to act on behalf of the Company, your identity, personnel, and document information may be transferred to notaries public and the Central Registry System (MERSIS) for the purpose of legal affairs.

Your Rights Regarding Your Personal Data

As a data controller, you have rights that you can exercise by applying to us regarding the processing of your personal data under the Law. In this context you have the right to

- Learn whether your personal data are processed or not,
- Demand for information as to if your personal data have been processed,
- Learn the purpose of the processing of your personal data and whether these personal data are used in compliance with the purpose,
- Know the third parties to whom your personal data are transferred in country or abroad,

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- Request the rectification of the incomplete or inaccurate data, if any,
- Request the erasure or destruction of your personal data where the grounds requiring its processing have ceased to exist,
- Request that third parties to whom your personal data have been transferred be notified of any rectification or erasure carried out,
- Object to the occurrence of a result against you by analyzing the data processed solely through automated systems,
- Claim compensation for the damage arising from the unlawful processing of your personal data.

You may exercise your rights by submitting an application to us via the methods specified below. To exercise your rights concerning the processing of your personal data, you must first apply to the data controller.

Means of Application to the Data Controller

Submit your application

- In writing to **Esentepe Mah. Büyükdere Cad. Tekfen Tower No: 209/1 Şişli / İstanbul**
- Using your registered e-mail address to **tekfenmuhendislik@hs02.kep.tr**
- Using your e-mail address registered in our system to **muhendislik.kvkk@tekfen.com.tr**.

For more detailed information on the procedures and principles to be followed when making an application, you may consult the Personal Data Protection Authority's *Comminuque On The Principles And Procedures For The Request To Data Controller*.

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