

We kindly ask you to make sure that the following special categories of personal data are not included in your CV unless specifically requested.

- race,
- ethnic origin,
- political opinion,
- philosophical belief,
- religion, religious sect or other belief,
- appearance,
- membership to associations, foundations or trade-unions,
- data concerning health or sexual life,
- criminal convictions and security measures,
- biometric and genetic data

HİTİT BİLGİSAYAR HİZMETLERİ A.Ş. PRIVACY NOTICE FOR EMPLOYEE CANDIDATE

a) Data Controller

Your personal data may be processed by Hitit Bilgisayar Hizmetleri A.Ş. ("**Company** or **Hitit**") as the data controller in accordance with the Personal Data Protection Law No. 6698 ("**Law**") within the scope specified below.

b) Your Personal Data Collected

Your personal data listed below may be processed within the scope of the conduct of our Company's activities.

Personal Data Category	Specific Personal Data
Identity Information	Full name, gender, country of birth, date of birth, place of birth, signature, , identity number, citizenship information,
Contact Information	Address, phone number, mobile phone number, e-mail address
Professional Experience Information	Diploma information, profession information, information on certificates held (e.g. BES, SEGEM, CMB Certificate, CPA, TOEFL)
Health Information (Special Categories of Personal Data)	Disability information, health reports, blood type, military service exemption status
Criminal Conviction and Security Measures Information (Special Categories of Personal Data)	criminal record information

c) Purposes and Legal Grounds for Processing Personal Data

The collected personal data may be processed for the following purposes ("Purposes") and legal grounds and within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the Law.

Personal Data Categories	Purposes of Personal Data Processing	Legal Grounds
• Identity Information • Contact Information • Professional Experience Information	• Fulfilling the requests of official authorities, • Providing information to the competent official authorities pursuant to the legislation, • Ensuring compliance with the retention obligations stipulated in the legislation, • Responding to data subject requests in accordance with the legislation and taking necessary actions	<i>Based on the legal reason that it is clearly stipulated by law and is mandatory for the data controller to fulfill its legal obligation</i>
• Identity Information • Contact Information • Professional Experience Information	• Carrying out the necessary processes within the scope of receiving your job application by our Company, evaluating and finalizing your request, and your compatibility with the relevant position, • Planning human resources processes and determining the employment start date in the event that you are deemed suitable for the relevant position	<i>Based on the legal ground that processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract</i>
• Identity Information • Contact Information • Professional Experience Information	• Carrying out the necessary processes within the scope of receiving your job application by our Company, evaluating and finalizing your request, and your compatibility with the relevant position, • Conducting recruitment processes within the scope	<i>Based on the legal ground that processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject</i>

	of our Company's human resources policies	
Health Information	Carrying out the necessary processes within the scope of receiving your job application by our Company, evaluating and finalizing your request, and your compatibility with the relevant position	<i>Based on the legal ground that processing of data is necessary for the fulfillment of legal obligations in the areas of employment, occupational health and safety, social security, social services and social assistance</i>
Criminal Conviction and Security Measures Information	Carrying out the necessary processes within the scope of receiving your job application by our Company, evaluating and finalizing your request, and your compatibility with the relevant position	<i>Based on your explicit consent;</i>
- Identity Information - Contact Information - Professional Experience Information	Evaluating your suitability for future positions in our Company and contacting you limited to this purpose	<i>Based on your explicit consent</i>

d) Recipient Parties and Purposes for Transferring Personal Data

Your personal data may be transferred within the scope of the data processing conditions set out in Articles 5 and 6 of the Law, in compliance with the rules regarding the transfer of personal data specified in Articles 8 and 9 of the Law.

Recipients / Recipient Groups	Legal Ground and Purpose of Transfer
Our suppliers (refers to all third-party service providers from whom goods and services are procured for the provision of our services and the conduct of our activities)	<i>Based on the legal grounds underlying the above-mentioned Purposes, within the scope of the fulfillment of such Purposes</i> The procurement by our Company of consultancy, information security, archiving, and support services for the fulfillment of the above-mentioned Purposes
Our business partners (refers to the parties with whom we have a cooperation or business partnership relationship)	<i>Based on the legal ground that processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject</i> Conduct of our business activities

• Legally authorized public institutions and legally authorized private organizations (<i>refers to private and public institutions and organizations authorized to request information and documents due to the relevant legal regulations or legal processes, private and public institutions and organizations to which the transfer of information is mandatory pursuant to legal regulations, and private and public institutions and organizations with which we verify information in order to ensure the security of legal transactions</i>)	<i>Based on the legal reason that it is clearly stipulated by law and is mandatory for the data controller to fulfill its legal obligation</i> • Fulfillment of legal reporting and information requests, • Conduct of legal audit activities, • Execution of legal processes, • Fulfillment of our obligations arising from legislation
• Our business partners and suppliers resident abroad	<i>Based on the standard contractual clauses published by the Personal Data Protection Board</i> <i>(due to the fact that the servers or databases of the e-mail infrastructure and programs are located abroad, and the existence of overseas service procurement and service provision processes)</i> • administration of the Company, • conduct of business processes, • carrying out enterprise resource planning in accordance with our internal policies

e) Method for the Collection of Personal Data

Your personal data are collected by our Company within the scope of fulfilling the above-mentioned Purposes, through physical interviews, online interviews, and printed forms in physical environments, and through e-mail, telephone, Career Portals, Company Website, the Company's internal systems, and career portals in electronic environments.

f) Rights of the Personal Data Subject Listed in Article 11 of Law

If as the data subject, you submit your requests regarding your rights listed under article 11 of the Law to our Company by the methods set out below, our Company will finalize the request free of charge as soon as possible and within thirty days at the latest, depending on its nature. However, if the transaction also requires a cost, the fee in the tariff determined by the Personal Data Protection Board will be charged by our Company. In this context, in accordance with paragraph 1 of Article 13 of Law, you may submit your request to exercise your rights mentioned above to our Company in writing or by other methods to be determined by the Personal Data Protection Board in the future. In this context, the channels and procedures you will submit your written application to our Company within the scope of Article 11 of Law are explained below.

In order to exercise your rights mentioned above, you may submit a wet signed copy of the Data Subject Application Form, a sample of which is available at <https://hitit.com/themes/hitit/documents/2026-02/ilgili->

[kisi-basvuru-formu.pdf](#) to "Hitit Bilgisayar Hizmetleri A.Ş. Reşitpaşa Mah. Katar Cad. No:4/1 Ari Teknokent 2 Inner Door No:601 Maslak 34469 Sarıyer İstanbul" address via notary public, or in writing, by using the registered electronic mail (KEP) address, secure electronic signature, mobile signature or the electronic mail address previously notified to the data controller by the data subject and registered in the system of the data controller and you can send it to Hitit.

Submitted for your information.