



PROCESSING OF PERSONAL DATA POLICY DOCUMENT

As OneWorld Consulting, we are aware of our responsibility to protect personal data, the security of which is a legal right, and we place importance on using your personal data securely and appropriately.

The purpose of this policy is to regulate the methods and principles to follow to ensure that OneWorld Consulting processes personal data in line with the Law on the Protection of Personal Data (KVKK) promulgated in Official Gazette No. 29677 dated 7 April 2016.

Your personal data can be recorded, stored, updated, disclosed to third parties, transferred, classified and classified in the KVKK, as permitted by the legislation, by One World Consulting (Data Processor), within the scope described below.

1. Method and Legal Reason of Personal Data Collection

Your personal data is collected electronically or physically.

Your personal data, both during our job applications for our Company and for our customers, or during the signing of the employment contract, the information you transmit to us via our corporate websites or by email, SMS or other ways, and / or during the working period, automatically when you visit our website is processed in a variety of ways, either verbally, in writing or electronically, through various channels, such as technical communication files, called "cookies" (small files located on your hard drive).

Your personal data collected for the following legal reasons can be processed and transferred within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the Law No. 6698, for the purposes specified in Article 2 of this Policy Document.

2. Purpose of Processing Your Personal Data

Your Personal Data that you have presented to our company will be processed by our company as Data Processor within the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK, in order to fill suitable job opportunities with our customers, to improve service and communication, to perform customer satisfaction practices, to audit, to do data analysis, to research, to fulfill our obligations to our employees, to determine working conditions, to support recruitment researches, to record information about wages and salaries, to make legal notifications to the Social Security Institution and other institutions, to apply the principles of occupational health and safety, to fulfill the obligations arising from the law.

3. Parties Which Personal Data Can Be Transferred

Within the framework of your Personal Data, the reasons stated above and the regulations in the Law; it will be used internally by One World Consulting, also shared locally and abroad, with our business partners, group companies, legally authorized institutions and organizations, service



providers and legally authorized private law entities, as well as third-party institutions and organizations designated as Data Processors by our Company.

4. Identity of the Data Processor

The Data Processor is “One World Danışmanlık Eğitim ve Araştırma Hizmetleri ve Ticaret Ltd. Şti.” and its registered office is located at “Beybi Giz Plaza 25.Kat, Meydan Sokak No.1, Maslak 34398, İstanbul”

5. The Rights of Data Owners

In accordance with Article 11 of the Law, people whose personal data is processed by OneWorld Consulting can apply to OneWorld Consulting;

- a. to be informed whether your data is being processed,
- b. to request information if it is processed,
- c. to learn the purpose of any processing of your personal data and whether it is being used in compliance with that purpose,
- d. to be informed of any unrelated persons residing within the country or overseas to whom the data is transferred,
- e. to request adjustment if the personal data is processed incorrectly or in an incomplete manner,
- f. to request deletion or disposal of personal data (even when the data is processed in line with the terms of relevant laws) after the reasons for processing the personal data cease to apply,
- g. to request that the unrelated persons to whom the data is transferred are informed of the transactions carried out as per paragraphs (d) and (e),
- h. to object to a finding against you as a result of analysing and processing your personal data exclusively through automated systems,
- i. to request compensation if you suffer any loss should your personal data be unlawfully processed.

Personal data owners can submit their requests related to their rights above to OneWorld Consulting along with information and documentation that confirms their identity, using the methods laid out below;

- ✓ Your request should be clear and understandable,
- ✓ If you are acting on behalf of someone else, you should be specifically authorized and document your authority, this should also include identity and address information,
- ✓ Documents that authenticate your identity should be added to the application.

If the request is transmitted by the personal data owners by the methods mentioned above, it will be evaluated and concluded within 30 (thirty) days. Although it is the principle that no fee is required for the requests, the Company reserves the right to request a fee over the fee schedule determined by the Personal Data Protection Board.



If you have any questions regarding the processing of your Personal Data, you can contact us via our company address “**Beybi Giz Plaza 25th Floor, Meydan Sokak No.1, Maslak 34398, Istanbul**” or the email address info@oneworldconsulting.com