

INFORMATION NOTICE REGARDING THE PROCESSING OF PERSONAL DATA FOR EMPLOYEES

Data Controller: Poliday Construction and Tourism Industry and Trade Inc.

Dede Mahallesi, Haktanır Sokak, No: 4 / Z01, Odunpazarı / Eskişehir

As Poliday Construction and Tourism Industry and Trade Inc. ("**Tasigo Hotels**"), we have prepared this information notice to provide our employees with information regarding the processing, storage, and transfer of your personal data within the scope of the Personal Data Protection Law No. 6698 ("**KVKK**") and related legislation.

1. Processed Personal Data

Identity Information (such as name, surname, military service certificate, gender, date of birth, place of birth, marital status, population registration sample, personnel registration number, social security institution registration number, Turkish Republic Identification Number, nationality, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Explicitly provided by the laws	<ul style="list-style-type: none">- Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations.- Ensuring compliance with legislation in the course of business operations.
- Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request	<ul style="list-style-type: none">- Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations.- Management of additional rights and benefits processes for employees.- Execution of training activities.- Execution of financial and accounting affairs.- Planning of human resources processes.- Execution / Audit of business activities.- Execution of contract processes.- Implementation of salary policy.
- Necessary for compliance with a legal obligation to which the data controller is subject	<ul style="list-style-type: none">- Execution of information security processes.- Execution of employee satisfaction and loyalty processes.- Ensuring compliance with legislation in the course of business operations.- Execution of financial and accounting affairs.- Execution of occupational health and safety activities.- Providing information to authorized individuals, institutions, and organizations.

<ul style="list-style-type: none"> - Necessary for the legitimate interests pursued by the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed 	<ul style="list-style-type: none"> - Execution of emergency management processes. - Execution of employee satisfaction and loyalty processes. - Execution of training activities. - Execution of access authorization processes. - Execution of communication activities. - Planning of human resources processes. - Ensuring the security of movable assets and resources
---	---

Contact Information (such as mobile phone number, email address, home phone number, residence certificate, residential address, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
<ul style="list-style-type: none"> - Explicitly provided by the laws 	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Ensuring compliance with legislation in the course of business operations.
<ul style="list-style-type: none"> - Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request 	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Management of additional rights and benefits processes for employees. - Execution of financial and accounting affairs. - Planning of human resources processes. - Execution / Audit of business activities. - Execution of contract processes
<ul style="list-style-type: none"> - Necessary for compliance with a legal obligation to which the data controller is subject 	<ul style="list-style-type: none"> - Execution of employee satisfaction and loyalty processes. - Ensuring compliance with legislation in the course of business operations. - Execution of financial and accounting affairs. - Execution of occupational health and safety activities. - Providing information to authorized individuals, institutions, and organizations

<p>- Necessary for the legitimate interests pursued by the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed</p>	<ul style="list-style-type: none"> - Execution of emergency management processes. - Execution of employee satisfaction and loyalty processes. - Execution of communication activities. - Planning of human resources processes.
--	---

Employee Records (including information covered by AGI, employment certificate from the last workplace, military service status documents, payroll information, official correspondences related to the employee, photographs, date of employment, date of termination, leaves (administrative and annual leave), curriculum vitae information, position/title information, bonus information, attendance records, working hours records, attendance schedules, reference information, social security entry declaration, social security termination declaration, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
<p>- Explicitly provided by the laws</p>	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Ensuring compliance with legislation in the course of business operations.
<p>- Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request</p>	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Management of additional rights and benefits processes for employees. - Execution of training activities. - Execution of financial and accounting affairs. - Planning of human resources processes. - Execution / Audit of business activities. - Execution of contract processes. - Implementation of salary policy
<p>- Necessary for compliance with a legal obligation to which the data controller is subject</p>	<ul style="list-style-type: none"> - Ensuring compliance with legislation in the course of business operations. - Execution of financial and accounting affairs. - Execution of occupational health and safety activities. - Providing information to authorized individuals, institutions, and organizations.

- Necessary for the legitimate interests pursued by the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed	<ul style="list-style-type: none"> - Execution of training activities. - Execution of access authorization processes. - Execution of communication activities. - Planning of human resources processes
---	--

Professional Experience Information (such as foreign language proficiency, diploma details, attended course information, in-service training details, certificates, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Management of additional rights and benefits processes for employees. - Execution of training activities. - Execution / Audit of business activities. - Execution of contract processes. - Implementation of salary policy
- Necessary for compliance with a legal obligation to which the data controller is subject	<ul style="list-style-type: none"> - Ensuring compliance with legislation in the course of business operations. - Execution of occupational health and safety activities
- Necessary for the legitimate interests pursued by the data controller, provided that the fundamental rights and freedoms of the data subject are not harmed	<ul style="list-style-type: none"> - Execution of Training Activities

Information Regarding Family Members (such as the name/surname/relationship/phone number of the emergency contact person, T.C. identification numbers of family members, number of children, information declared in the private health insurance declaration form, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request	<ul style="list-style-type: none"> - The fulfillment of contractual and legal obligations related to employees' employment contracts and regulations - The execution of processes related to additional rights and benefits for employees
- Necessary for compliance with a legal obligation to which the data controller is subject	<ul style="list-style-type: none"> - The execution of processes related to employee satisfaction and loyalty - The compliance of activities with the relevant legislation

Financial Information (such as bank account details, information obtained under disabled tax exemption)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Explicitly provided by the laws	<ul style="list-style-type: none"> - The fulfillment of contractual and legal obligations related to employees' employment contracts and regulations - The compliance of activities with the relevant legislation
- Necessary for the performance of a contract to which the data subject is a party or for the execution of pre-contractual measures taken at the data subject's request	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Execution of processes related to additional rights and benefits for employees. - Execution of financial and accounting affairs. - Execution of contract processes
- Necessary for compliance with a legal obligation to which the data controller is subject	<ul style="list-style-type: none"> - Ensuring compliance with legislation in the course of business operations. - Execution of financial and accounting affairs

Legal Transaction Information (such as information in correspondence with judicial authorities, information in lawsuit files, information in correspondence with administrative authorities, information related to warnings/notifications, records related to wage garnishments, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Explicitly provided by the laws	<ul style="list-style-type: none"> - Ensuring compliance with legislation in the course of business operations. - Pursuing and executing legal affairs.
- Necessary for compliance with a legal obligation to which the data controller is subject	<ul style="list-style-type: none"> - Fulfillment of contractual and legal obligations related to employees' employment contracts and regulations. - Ensuring compliance with legislation in the course of business operations. - Pursuing and executing legal affairs. - Execution of occupational health and safety activities. - Providing information to authorized individuals, institutions, and organizations

Transaction Security Information (such as port information, device MAC address, target IP address, IP address details, start and end time of usage, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
- Explicitly provided by the laws	<ul style="list-style-type: none"> - Execution of information security processes. - Ensuring compliance with legislation in the course of business operations. - Providing information to authorized individuals, institutions, and organizations

Visual and Audio Recording Information (such as video, photographs, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
Being necessary for the data controller to fulfill its legal obligations.	<ul style="list-style-type: none"> Fulfillment of contractual and legal obligations related to employees' employment contracts. Conducting audits/ethical activities. Execution of training activities. Execution/audit of business activities. Execution of product/service sales processes.
Being necessary for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.	<ul style="list-style-type: none"> Conducting training activities. Organization and event management

Health Information (e.g., chest X-ray report, complete blood count (CBC) test, biochemistry blood test, audiometry test, tetanus vaccination card, blood type card, carrier test report, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
Personal data related to health and sexual life can be processed without the explicit consent of the data subject by persons or authorized institutions and organizations under the obligation of confidentiality, for the purposes of protecting public health, preventive medicine, medical diagnosis, treatment and care services, planning and managing health services and their financing	<ul style="list-style-type: none"> Fulfillment of legal obligations arising from employment contracts and regulations for employees Execution of processes related to additional rights and benefits for employees Conducting activities in compliance with the relevant legislation Execution of assignment processes Implementation of occupational health and safety activities Providing information to authorized individuals, institutions, and organizations.

Criminal Conviction and Security Measure Information (criminal record, etc.)

Personal Data Processing Condition	Purpose of Personal Data Processing
---	--

Personal data other than health and sexual life may be processed without seeking the explicit consent of the data subject in cases prescribed by law	Fulfillment of contractual and legal obligations related to employees Execution of activities in compliance with the legislation
--	---

2. Methods of Collecting Personal Data

Your personal data is collected through printed forms, relevant documents provided by you, employment contracts, participation in an event or meeting, and through camera and electronic systems.

3. Personal Data may be Transferred to Whom and for What Purposes?

Purpose of Transfer	Recipient Group
Ensuring Compliance with Legal Obligations Providing Information to Authorized Individuals, Institutions, and Organizations	Authorized Public Institutions and Organizations

4. How Long Will Your Personal Data Be Stored?

Your personal data will be stored for at least the period specified in the law or relevant regulations for data retention. If there is no specific period specified in the law or relevant regulations, your personal data will be stored for reasonable periods, limited to the purposes of processing and in proportion to those purposes, ensuring that it is relevant, adequate, and not excessive.

5. Your Rights Regarding Personal Data

Regarding your personal data, you have the following rights:

- To learn whether your personal data is being processed,
- To request information if your personal data has been processed,
- To learn the purpose of processing your personal data and whether they are used for the intended purposes,
- To know the third parties to whom your personal data has been transferred domestically or abroad,
- To request the correction of your incomplete or inaccurate personal data,
- To request the deletion or destruction of your personal data within the framework of the conditions provided in the KVKK legislation,
- If your incorrect or incomplete data is corrected, deleted, or destroyed upon your request, to have this action notified to the third parties to whom your personal data has been transferred,
- To object to the occurrence of a result against you arising solely from the analysis of your processed data through automated systems,

- To demand the compensation of damages if you suffer any damage due to the unlawful processing of your personal data.

6. How Can You Exercise Your Rights Regarding Your Personal Data?

You can exercise your rights regarding your personal data by using the Relevant Person Application Form;

- By sending an email to kvkkbasvuru@tasigo.com,
- In person by visiting Tasigo Hotels with a valid identification document,
- By sending a signed and photocopy of your identification document to the address Dede Mahallesi Haktanır Sokak No: 4 Odunpazarı / Eskişehir,
- By sending an email to kvkkbasvuru@tasigo.com with a mobile signature or secure electronic signature,
- By using a registered electronic mail (KEP) address and a secure electronic signature or mobile signature and sending an email to polidayinsaat@hs01.kep.tr.

According to the Communique on the Procedures and Principles of Data Controller Applications, the Relevant Person must include the following information in the application: name, surname, if the application is in writing, signature, Turkish ID number (in the case of a foreign applicant, nationality, passport number, or any ID number if available), address of residence or workplace for notification, if any, the email address used for notification, phone number, and fax number, and the subject of the request.

The Relevant Person should clearly specify the requested matter related to the right they wish to exercise in their application. Additionally, all relevant information and documents regarding the application must be attached to the application.

The request must concern the Relevant Person's own data. If the request is made on behalf of someone else, the applicant must be specifically authorized and this authorization must be documented (power of attorney). Furthermore, the application must include the identification and address information and be accompanied by identity verification documents.

Requests made by unauthorized third parties on behalf of others will not be considered.

7. How Long Will Your Requests Regarding the Processing of Your Personal Data be Responded to?

Your requests regarding your personal data will be evaluated, and a response will be provided as soon as possible and within a maximum of 30 days from the date they reach Tasigo Hotels. If your request is accepted or rejected with reasons explained, our response will be sent to the address you provided in the application, primarily by mail or email, using the method of communication used for the request, if possible.