# SARAR SİGORTA ARACILIK HİZMETLERİ A.Ş.

**INFORMATIVE TEXT FOR EMPLOYEE CANDIDATES ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

# GENERAL EXPLANATION AND DEFINITIONS

This text has been prepared in order to ensure that Sarar Sigorta Aracılık Hizmetleri A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

Title : Sarar Sigorta Aracılık Hizmetleri A.Ş.

Central Civil Registration

System Number : 07455002782000016

Address : Hoşnudiye Mh. Kızılcıklı Mahmut Pehlivan Cd.

No:16/B Tepebaşı Eskişehir

Phone : +90 222 230 90 30

Fax : +90 222 230 90 50

e-mail address : kvkk@sarar.com

Registered Electronic Mail (KEP): sararsigorta@hs03.kep.tr

1. **PERSONAL DATA TO BE PROCESSED**

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* Identity and contact information, resumes,
* Interview form, test printouts, recruitment platform application view
1. **PURPOSE OF PROCESSING OF PERSONAL DATA**

SARAR processes personal data for the following purposes. These purposes;

* + Collection of applications to select the appropriate candidate,
	+ Selection and recruitment of suitable candidates,
	+ Receiving of reference notification about employee candidates,
	+ Fulfilment of obligations arising from the Law on Protection of Personal Data No. 6698.
1. **TRANSFER OF PERSONAL DATA**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to Turkish Employment Agency, Social Security Institution, public legal entities authorized to receive personal data, domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

1. **METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON**

Personal data can be obtained, in line with the above-mentioned purposes based on the articles 5 and 6 of the PDPL, directly from the data subject, by hand and/or e-mail or indirectly including but not limited to from the application form, enforcement offices, courts and mediators, Social Security Organization and Turkish Employment Agency integration according to the purpose of obtaining the acquired data.

1. **RIGHTS OF DATA SUBJECT**

Personal data subjects have the following rights by applying to the data controller;

* + to learn whether his/her personal data are processed or not,
	+ to demand for information as to if his/her personal data have been processed,
	+ to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
	+ to know the third parties to whom his personal data are transferred in country or abroad,
	+ to request the rectification of the incomplete or inaccurate data, if any,
	+ to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
	+ Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
	+ to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
	+ to claim compensation for the damage arising from the unlawful processing of his/her personal data.

# SARAR SİGORTA ARACILIK HİZMETLERİ A.Ş.

**INFORMATIVE TEXT FOR EMPLOYEES ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

# GENEL AÇIKLAMA VE TANIMLAR

This text has been prepared in order to ensure that Sarar Sigorta Aracılık Hizmetleri A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

# DETAILS OF THE DATA CONTROLLER

Data Controller’s;

Title : Sarar Sigorta Aracılık Hizmetleri A.Ş.

Central Civil Registration

System Number : 07455002782000016

Address : Hoşnudiye Mh. Kızılcıklı Mahmut Pehlivan Cd.

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# PERSONAL DATA TO BE PROCESSED

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + Identity information, passport information, marital status information, contact information, bank account information, payroll information, occupational health and safety information, current personnel report, periodic examination form, rest form, visit record, Covid-19 vaccine card information, individual pension form, contract, payrolls, orientation form, working document,
	+ Work entry-exit information, shift entry-exit information, leave forms, resume information, department, job and title information, performance information, intelligence information, cash missing minutes, counting minutes,
	+ Correspondence, warning information, warnings, defense letters, disciplinary reports, absence reports,
	+ Traffic fines, work accident notification form, legal/criminal litigation and enforcement proceedings made against them and reflected in the workplace,
	+ Information about family members, health information, disability status,

# PURPOSE OF PROCESSING PERSONAL DATA

SARAR processes personal data for the following purposes. These purposes are.

* + Fulfilment of obligations arising from the Law on Protection of Personal Data No. 6698,
	+ Fulfilment of the obligations arising from the Labor Law No. 4857,
	+ Fulfilment of obligations arising from Social Insurance and General Health Insurance Law No. 5510 and secondary regulations under the Law,
	+ Fulfilment of the obligations arising from the Occupational Health and Safety Law No. 6331 and secondary regulations under the Law,
	+ Fulfilment of the obligations arising from the Identity Declaration Law No. 1774,
	+ Execution of emergency management processes,
	+ Following up of the compliance status of the vehicles,
	+ Vehicle route planning,
	+ Execution of information security processes,
	+ Execution of employee satisfaction and loyalty processes,
	+ Fulfilment of the obligations arising from the employment contract and legislation for the employees,
	+ Execution of fringe benefits and benefits processes for employees,
	+ Conducting of audit / ethical activities,
	+ Carrying out of vocational training activities,
	+ Ensuring of physical space security,
	+ Follow-up and execution of legal affairs,
	+ Planning of human resources processes,
	+ Execution and supervision of business activities,
	+ Execution of occupational health / safety activities,
	+ Receiving and evaluation of suggestions for improvement of business processes,
	+ Carrying out of activities to ensure business continuity,
	+ Organization and event management,
	+ Execution of performance evaluation processes,
	+ Execution of the wage policy,
	+ Conducting of skill / career development activities,
	+ Providing of information to authorized persons, institutions and organizations,
	+ Development of marketing strategies,
	+ Tracking of the entry and exit of the workplace, starting and finishing work.
1. **TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to Turkish Employment Agency, Social Security Institution, private insurance companies, public legal entities authorized to receive personal data, domestic/foreign subsidiaries of SARAR, cooperating program partner/solution partner institutions and organizations, companies from consultancy and independent audit services are obtained due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved.

# METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON

Personal data can be obtained, in line with the above-mentioned purposes based on the articles 5 and 6 of the PDPL, directly from the data subject, by hand and/or e-mail or indirectly including but not limited to from the application form, enforcement offices, courts and mediators, Social Security Organization and Turkish Employment Agency integration according to the purpose of obtaining the acquired data.

1. **RIGHTS OF DATA SUBJECT**

Personal data subjects have the following rights by applying to the data controller;

* + to learn whether his/her personal data are processed or not,
	+ to demand for information as to if his/her personal data have been processed,
	+ to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
	+ to know the third parties to whom his personal data are transferred in country or abroad,
	+ to request the rectification of the incomplete or inaccurate data, if any,
	+ to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
	+ Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
	+ to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
	+ to claim compensation for the damage arising from the unlawful processing of his/her personal data.

# SARAR SİGORTA ARACILIK HİZMETLERİ A.Ş.

**INFORMATIVE TEXT FOR CUSTOMERS ON THE OBTAINING, PROCESSING AND PROTECTION OF PERSONAL DATA**

1. **GENERAL EXPLANATION AND DEFINITIONS**

This text has been prepared in order to ensure that Sarar Sigorta Aracılık Hizmetleri A.Ş. (hereinafter referred to as SARAR), in the capacity of ‘**’Data Controller’’**, complies with the "**information obligation**" within the scope of Article 10 of the Personal Data Protection Law (PPDL) numbered 6698.

1. **DETAILS OF THE DATA CONTROLLER**

Data Controller’s;

Title : Sarar Sigorta Aracılık Hizmetleri A.Ş.

Central Civil Registration

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1. **PERSONAL DATA TO BE PROCESSED**

The personal data to be processed by SARAR are listed below, and when required by law and/or in case of necessity, new information can be added to and/or changes may be made in such data under the scope of the legal regulations.

Personal data subject to data processing of the relevant person;

* + **Identity Data:** Name, surname, TR identity number/tax identification number/passport number, date of birth, gender, nationality, mother's name, father's name, passport information, signature
	+ **Contact Data:** mobile phone, email address, business address, delivery/billing address
	+ **Customer Transaction Data:** Invoice information, order information, request information
	+ **Financial Data:** Financial amount information in the Farmer Registration System Document for Tarsim (Agricultural Insurances Pool), credit card information, bank account/IBAN number information
	+ **Plate, License, Property Title Deed and Address Data**
	+ **Education Data**
	+ **Health Data:** examination records, medications used, doctor's report, prescription, disease history.
1. **PURPOSE OF PROCESSING PERSONAL DATA**

SARAR processes personal data for the following purposes. These purposes are;

* + Making of the sale, issuance of the policy, determination of the financing conditions, making of the collections,
	+ Realization of customer current transactions,
	+ Understanding of the damage issue, paying of compensation, refunding
	+ Conclusion of complaints.
1. **TRANSFER OF PERSONAL DATA AND PURPOSE OF TRANSFER**

SARAR may transfer the personal data, which it has obtained for the purposes of data processing, to the persons, being limited with the above mentioned purposes, to the persons, institutions and/or organizations required/permitted by the provisions of PDPL and other legislation including but not limited to private insurance companies cargo companies due to legal obligations; and to 3rd persons and institutions, even if there is no legal obligation, in order to achieve its aims within the scope of Article 4 provided that the rights of the person concerned within the scope of PDPL are reserved

1. **METHODS OF OBTAINING PERSONAL DATA and LEGAL REASON**

Personal data can be obtained, in line with the above-mentioned purposes based on the articles 5 and 6 of the PDPL, directly from the data subject, orally by hand and/or e-mail or written form.

1. **RIGHTS OF DATA SUBJECT**

Personal data subjects have the following rights by applying to the data controller;

* + to learn whether his/her personal data are processed or not,
	+ to demand for information as to if his/her personal data have been processed,
	+ to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
	+ to know the third parties to whom his personal data are transferred in country or abroad,
	+ to request the rectification of the incomplete or inaccurate data, if any,
	+ to request the erasure or destruction of his/her personal data under the conditions referred to in the law,
	+ Requesting notification of changes regarding correction, deletion or destruction of personal data to third parties to whom personal data has been transferred,
	+ to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
	+ to claim compensation for the damage arising from the unlawful processing of his/her personal data.