

**COLGATE PALMOLİVE TEMİZLİK ÜRÜNLERİ SANAYİ VE TİCARET A.Ş.**  
**INFORMATION AND CONSENT DOCUMENT ON THE PROCESSING OF PERSONAL DATA**

**1. What's personal data, who processes it?**

In accordance with Article 3 of the Law on the Protection of Personal Data No. 6698, personal data means any information relating to an identified or identifiable natural person. **Colgate Palmolive Temizlik Ürünleri Sanayi ve Ticaret A.Ş.** (hereinafter briefly referred to as the "Company") will be able to record, store, update, process and disclose and transfer your personal data to third parties in accordance with the Law, in the capacity of "data controller" pursuant to the Law on Protection of Personal Data No. 6698.

**2. For what purpose can personal data be processed?**

Your collected personal data;

- Fulfilling the legal obligations of our company (in accordance with the Law of Obligations No. 6098, Art. 419, Labor Law No. 4857, Art. 75, Occupational Health and Safety Law No. 6331, Art. 15 and other legislation), execution of the necessary operational activities by our business units, execution of the contract is necessary for our company's legitimate interests,
- Ensuring the legal and commercial security of our Company, Group Companies and persons who have or have a business relationship with our Company/Group Companies, planning and executing human resources policies and processes,
- It will be processed in accordance with Article 4 of the Personal Data Protection Law no.

**3. To whom and for what purpose can the processed personal data be transferred?**

Your collected personal data;

- Fulfillment of legal obligations by our company,
  - Execution of necessary operational activities by our business units,
  - Ensuring the legal and commercial security of our Company, Group Companies, and persons who have or are in business relationship with our Company and Group Companies,
  - Receiving support from Group Companies in legal and commercial matters,
  - Domestic and/or resident abroad for the purposes of planning and executing the human resources policies and processes of our Company and Group Companies;
- a) Our business partners (This part includes our business partners from Google and similar, from whom we receive IT and cloud services.)
  - b) To our suppliers
  - c) Company officials
  - d) To our shareholders
  - e) To group companies
  - f) Legally authorized public institutions and private persons

It can be transferred in accordance with Articles 8 and 9 of the Law on the Protection of Personal Data No. 6698.

**4. For what legal reason and by what method do we collect your personal data?**

Your personal data is collected by our Company, verbally or in writing, in physical and electronic environment, during the employment and the continuation of the employment contract, for the legal reasons specified in the 2nd article of this Clarification and Consent text. Your collected personal data can also be processed and transferred in accordance with the Law on Protection of Personal Data No. 6698 and for the purposes specified in Articles 2 and 3 of this Clarification and Consent Text.

**5. What are your private personal data collected, processed and transferred by our company?**

Our company will be able to process your personal data specified below, for the purposes stated below, within the scope of your express consent given by your approval of this Clarification and Consent Text. During the continuation of your job application and employment contracts, the blood group information, vaccination cards and health reports and other health data you share with our Company, providing you with various fringe benefits and benefits by our Company pursuant to the Labor Legislation and/or within the scope of your employment contract, employment contract and/or employment contract. It can be processed, stored and shared with domestic and foreign countries for the purposes of being necessary due to your description.

During your job application and the continuation of your employment contract and during the period stipulated by the legal regulations after the termination of your employment contract, the association, foundation and union membership information (including non-governmental organizations) that you shared with our Company, information on criminal convictions and security measures, and the “religion” in your Turkish identity card. If there is data in the "" section, the said data may be processed by our Company for the purpose of keeping the records stipulated in the laws and performing the audit activities.

Your aforementioned data may also be shared with the relevant Group Companies within the scope of your resume, in case you have the opportunity to evaluate the open positions in the Group Companies with your Performance evaluations.

**6. What is your personal data processed regarding communication?**

For the reasons specified in the 2nd article of this Clarification and Consent Text, the contents of the corporate e-mail addresses of our Company, the calls made over the company phone numbers assigned to you, and the other IT and communication tools of our Company that you use, by the Company and / or the person(s) authorized by it. can be kept under follow-up at all times without notice or warning, correspondence and communication records can be backed up, reported and subjected to detailed examinations when necessary. However, if you are not given a corporate email address and company phone number, your personal email address and phone number that you share with the company can also be processed within the scope of Article 2.

**7. What are your rights in accordance with the Personal Data Protection Law No. 6698?**

- Pursuant to Article 11 of the Law on Protection of Personal Data No. 6698;
- Learning whether your personal data is processed
- Requesting information on the processing of personal data
- Learning the purpose of processing your personal data and whether they are used in accordance with the purpose
- Knowing the third parties to whom your personal data is transferred at home or abroad
- Requesting correction of personal data in case of incomplete or inaccurate data and notification of the correction process to third parties to whom personal data has been transferred

- Except for legal limits, requesting the deletion or destruction of your personal data within the framework of the conditions stipulated in Article 7 of the Law, requesting that the deletion and destruction be notified to the third parties to whom your personal data has been transferred
- Objecting to the emergence of a result against you by analyzing your processed personal data exclusively through automated systems
- If you suffer damage due to the unlawful processing of your personal data, you have the right to demand the compensation of the damage.

#### **8. How do you apply to the Data Controller?**

You can exercise your rights stated above at “Centrum İş Merkezi, Aydınevler Sanayi Cd. No: 3 Kat 5 Küçükyalı-Maltepe/İSTANBUL” by hand with a wet-signed petition or by registered letter with return receipt and by sending it with a photocopy of your identity card (only the front side copy for the identity card). In order for a person other than the personal data owner to make a request, there must be a special power of attorney issued by the personal data owner on behalf of the person to apply.

Our company may request additional information from the data subject in order to determine whether the applicant is the owner of personal data, and may ask questions about the application to the personal data owner in order to clarify the issues stated in the application.

Proper requests submitted to our company will be finalized free of charge within thirty days at the latest. However, if the completion of such requests requires a separate cost, our Company may charge the applicant the fee in the tariff determined by the Personal Data Protection Board.

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**Colgate Palmolive Cleaning Products Industry and Trade Inc. “Colgate Palmolive Temizlik Ürünleri Sanayi ve Ticaret A.Ş. By signing this text, “Colgate Palmolive Temiz Ürünleri Sanayi ve Ticaret A.Ş. I accept that the necessary information has been provided to me regarding the information within the scope of the "Information and Consent Text Regarding the Processing of Personal Data of Employees", that I have read and understood the text, and that I have expressly consented to the processing of my personal data and sharing it with domestic and foreign individuals and institutions without being under any influence. I declare and undertake.**