

23 January 2023

Dear,

You work in the position of _____ at Global Communities, Inc. Türkiye Temsilciliği. When performing your duties, you have access to special personal data relating to employees / donors / volunteers / beneficiaries / suppliers' / business partners. In addition to special personal data, data on individuals' personal rights, private lives and professional positions are also very confidential.

Except for professional purposes, the personal data of employees / donors / volunteers / beneficiaries / suppliers / business partners are strictly prohibited.

We would like to remind you that, in accordance with the Global Communities, Inc. Türkiye Temsilciliği rules and procedures, you are under the obligation of confidentiality regarding the absolute confidentiality of any information you obtain during performance of your mission. This obligation will also be valid during the employment contract between you and Global Communities, Inc. Türkiye Temsilciliği and after the termination of the contract without any time limitation.

In this context, especially

- You cannot access and manipulate such data,
- You cannot share this data with people who do not have sufficient right to access,
- You cannot allow third parties to access information systems, including unauthorized Global Communities, Inc. Türkiye Temsilciliği employees.

In order to protect security, you are expected to make every effort to protect this data (locking file cabinets, drawers, blocking access to your personal computer, etc.).

Given the importance of complying with this regulation, we kindly request that you send a signed original copy of this document to the People&Culture department to confirm that you have read and understood the content.

, we thank you in advance for your cooperation and pay our sincere respect.

Global Communities, Inc. Türkiye Temsilciliği

Employee Name Surname

Signature

Date