

RECOGNIZANCE TO THE PROTECTION OF PERSONAL DATA

This Commitment has been concluded with the Global Communities, Inc. Türkiye Temsilciliği ("Employer") as an annex to the Uncertain / Fixed-Term Labor Contract ("Labor Contract") I signed on ().

Regarding the above-mentioned contract, the rules and commitments that I declare that I will comply with if the information that can be described as "personal data" are conveyed to me by the Employer or if I access this information in any other way are as follows:

DEFINITIONS

Personal Data: It refers to all kinds of information about a specific or identifiable natural person.

PPD: As long as personal data is completely or partially automatic or part of any data recording system, it refers to any operation performed on data such as obtaining, recording, storing, preserving, modifying, reorganizing, disclosing, transferring, taking over, making it available, classifying or preventing its use by non-automated means.

The Law on the Protection of Personal Data: It refers to the Law on the Protection of Personal Data No 6698.

PROVISIONS

1. I accept and declare that I have read and know the rules and conditions that I have to pay attention to, apply and follow within the scope of the Employee Personal Data Protection Policy, which is an attachment to the Labor Agreement, the rules and practices included in the association policies and procedures, the Personal Data Protection Policy prepared in accordance with the Law on the Protection of Personal Data and related legislative requirements, and other association procedures that support this policy.
2. I am aware that failure to comply with these rules and conditions in part or in full, as specified below, can create situations that will constitute a crime in accordance with the following legal consequences and the Turkish Penal Code. Namely, according to the Turkish Penal Code No. 5237 titled "Saving personal data" on the subject of data protection;
 - Anyone who unlawfully saves personal data is sentenced to one to three years in prison.
 - Any person who records personal information about their political, philosophical or religious views, racial origins, unlawful moral tendencies, sexual life, health status or union affiliations is punished in accordance with the above clause.
3. I agree, declare and undertake that I will process Employer's personal data, including, but not limited to, the people with whom it relates (donors, volunteers, immigrants, needers, researchers, educators, visitors, suppliers, employees, suppliers and customers' employees, business partners and other third parties) in accordance with the Law on the Personal Data, the relevant legal legislation and the Employer's personal data processing policies and rules, limited by the size and duration required by my job description specified in the Labor Agreement.
4. I acknowledge, declare and undertake that I will use the information that has to be kept confidential by the employer or that has been granted access, only for the work related to his/her job and will not share it with anyone except authorized persons who need to know.

5. I acknowledge, declare and undertake that the information that has to be kept confidential, which has been handed over to me within the scope of my duty, or which has been granted access, and that I will transfer and not disclose this information next to unauthorized third parties. Information to be Kept Confidential about the Institution are listed below:
- All kinds of data, information and documents in the TOP SECRET, SECRET, PRIVATE and RESTRICTED confidentiality degree, defined by the "Principles Regarding Confidentiality Document and Security of the Material" enacted by the Council of Ministers decision dated 13.05.1964 and numbered 6/3048.
 - Personal data processed by the institution (defined by the Law on the Protection of Personal Data No. 6698 dated 24.3.2016)
 - Special secrets, financial information, employee information, system information and all information compiled during the working time, materials, programs and documents, data stored in computer systems, hardware / software and all other arrangements and practices, and the works performed by the Institution / Company personnel within the working period.
 - Any information and document that, if disclosed, is likely to cause material or moral damage to the person and institution, or to bring unfair benefits to any person or institution.
6. I accept, declare and undertake that I cannot use the information that should be kept confidential for any person, group, institution, organization or for my own benefit.
7. I am aware that I am obliged to keep the confidential information I have obtained due to my duty as a secret and I acknowledge, declare and undertake that I will not make any written or verbal explanation about this information, except for legal obligations and official permission by the institution.
8. I acknowledge, declare and undertake that I will not attempt to transfer or reproduce, the programs, data or other elements used / contained in the information systems illegally.
9. I acknowledge, declare and undertake that I will not make any changes on the data and systems used in projects and activities, except for the knowledge or approval of the employer, other than the work and processes required by my job.
10. I acknowledge, declare and undertake that I will not use, copy, transfer and transfer the information I have obtained in Global Communities, Inc. Türkiye Temsilciliği for any purpose, in various forms (printed, digital, magnetic, etc.) used in projects and activities without permission.
11. I will use devices such as computers, tablets, phones, portable media entrusted to me by the employer only for task-oriented, corporate activities. I acknowledge, declare and undertake that I will not make any mechanical or software configuration changes in these devices without the knowledge of the institution.
12. I acknowledge, declare and undertake that I will not share the user name / password given to me by the employer or defined, and take all necessary measures to keep my password confidential.

13. I acknowledge, declare and undertake that I will deliver all documents, devices and office materials, including the data, information and documents, which I have created to the computers and / or other data storage media that I use in case of leaving work, to the relevant person completely and will not receive any copies of them.
14. I acknowledge, declare and undertake that I will not use any of the information I have received during the contract and after the contract has expired, in favor of myself, relatives or third parties and against Global Communities, Inc. Türkiye Temsilciliği and I will keep it secret, that I will not use any information shared or obtained with me for any other purpose than my position / duty, and I will act in accordance with the regulations regulated in this direction.
15. I acknowledge, declare and undertake that I will be responsible for any content (document, software etc.) that I create and / or have on the corporate IT resource allocated to me from any activity I perform using the e-signature / mobile signature, username / password and / or IP / MAC address allocated to me through the Global Communities, Inc. Türkiye Temsilciliği servers.
16. I acknowledge, declare and undertake that I have accepted in advance that other systems, applications, user processes, data in the information system network and the data flow trace records, which are deemed appropriate by the Employer, can be kept in order to constitute a source for legal and administrative processes and to operate the systems safely In addition to the records to be kept in accordance with the law numbered 5651.
17. With regard to the protection of personal data, I acknowledge, declare and undertake that I will behave accordingly the relevant Legislation, especially the Law on Protection of Personal Data No. 6698, and all regulations issued accordingly, the decisions taken together with the regulations of the Personal Data Protection Board, and any other data protection legislation and changes to be made in the future.
18. The e-mail account allocated to individuals by the employer is used only for business related corporate activities. I acknowledge, declare and undertake that I am personally responsible for all emails I send using my own account.
19. I acknowledge, declare and undertake that I will show the attention and care required by my job while using my social media accounts, and that I will not share the information that should be kept confidential about the Employer in social media.
20. I declare that I am informed about the use of systems that will allow the employer to monitor, observe and follow my use of technological products in order to ensure control and supervision, and that the data obtained through these systems will be processed within the framework of control and supervision.
21. I declare that I am informed that the employer is using the monitoring, observation and monitoring systems with audio and video features in order to ensure occupational health and safety controls in the workplace and its add-ons, to prevent any negativities that may occur in the workplace beforehand, and to protect the work environment against internal or external hazards.

22. I acknowledge, declare and undertake that I will not use, store, disclose in written, audio or video or electronic form of Information or secrets related to the Employer and the Field of Activity, even if it is not related to or due to my duty, or personal data of other employees, guests, suppliers, donors and all real and legal persons related to the activities of the Institute without written approval of the employer, that I will not share any information and secrets related to business life with third parties and other employees for any reason, including wage information, that I will not make any sharing in this context in the written and visual media or social media, that I will not process personal data in any way, that I will not act contrary to the Law on Protection of Personal Data, and that I will not misuse Employer's trust and will not gain personal benefit in this way.

SANCTIONS

1. I acknowledge that I will be personally responsible and subject to disciplinary proceeding if necessary, due to my PPD that would violate the law and the Employer's policies. I am aware that, in the event that the conditions arise, if the Labor Contract has the valid reason or conditions in accordance with the provisions of article 18 of the Labor Law No. 4857 and the following due to my illegal PPD, it can be terminated with good reason according to the 25th article of the same law, and that in the event that the infringement committed constitutes a crime under the relevant laws and is a criminal act, a criminal complaint will be filed against me.
2. I am aware that failure to comply with these rules and conditions in part or in full, as specified below, can create situations that will constitute a crime in accordance with the following legal consequences and the Turkish Penal Code. Namely, according to the Turkish Penal Code No. 5237 titled "Saving personal data" on the subject of data protection;
 - Anyone who unlawfully records personal data is sentenced to one to three years in prison.
 - Any person who records personal information about their political, philosophical or religious views, racial origins, unlawful moral tendencies, sexual life, health status or union affiliations is punished in accordance with the above clause.In addition to criminal liability, I acknowledge, declare and undertake that I will be responsible for any damages that I will cause to the Authority and third parties if I act in accordance with the terms of this contract and violate the terms of the contract.

PERIOD

The obligation to comply with the confidentiality that is the subject of this contract will continue after the signing of this contract between the employer and me and after this contract ends.

NULLITY

Understanding that some of the articles of the contract is impossible to apply in accordance with the legislation, or if it becomes impossible to apply later, does not require the invalidity of the entire contract, other provisions of the contract will continue to apply between the parties under the same conditions.

DISPUTES

In the event of a dispute due to this contract, Gaziantep Courts and Enforcement Offices will be authorized.

NOTIFICATION

Unless the parties notify the address changes (within 7 days from the change), they agree that the addresses written in this contract are valid notification addresses in accordance with the provisions of the Notification Law.

FINAL PROVISIONS

1. I acknowledge and undertake that in case of a request for information from any person about personal data, I immediately inform the Association's Personal Data Protection Committee and / or provide any necessary assistance and support to the Association's Personal Data Protection Committee if a request in this context concerns my business processes.
2. This Contract will remain in force indefinitely, even after the termination of the Labor Contract for any reason.

Personnel's			
T.R. ID No		E-mail	
Name, Surname		Department/Company Name	
Mobile Phone		Signature	
Address			

GLOBAL COMMUNITIES, INC. TÜRKİYE TEMSİLCİLİĞİ