

PRIVACY NOTICE

1. Data Controller

Within the scope of this website, your personal data is processed by the following company as data controller in accordance with applicable data protection legislation and the General Data Protection Regulation (GDPR):

ARKSOFT BİLİŞİM TEKNOLOJİ TİC.SAN.A.Ş.

Address: Üniversiteler Mahallesi, Hacettepe Teknokent Safir Blokları C Blok Kat: 9, No:74, 06640 Çankaya / Ankara

E-mail: info@arksoft.com.tr

2. Categories of Personal Data Processed

Within the scope of the Company's activities, the following categories of personal data may be processed:

- **Identity and Contact Data:** Name-surname, e-mail address, phone number, company information
- **Application Information:** CV / resume information, applied position, years of experience, location information, LinkedIn profile link
- **Message Content:** Message contents transmitted via the contact form or during an application
- **Technical Data:** Log records, IP address, browser information, visit time and date, application date and time, application or form submission time
- **Legal Transaction Data:** Consent record indicating that the privacy notice has been read

3. Purposes of Processing Personal Data

Your personal data is processed for the following purposes:

- Responding to requests received via the website
- Evaluating job applications
- Conducting candidate evaluation processes
- Managing communication and customer relations
- Ensuring website security

- Ensuring system and network security
- Maintaining log and security records
- Fulfilling legal obligations

This data is not used for the purpose of analyzing user behavior and is processed solely for the purpose of ensuring system security. No automated decision-making or profiling activities are carried out using your personal data within the scope of our website.

4. Legal Bases for Processing Personal Data

Personal data is processed in accordance with Articles 5 and 6 of the KVKK and, to the extent applicable, Article 6 of the GDPR:

- GDPR Article 6(1)(b): conclusion of a contract or carrying out the application process
- GDPR Article 6(1)(f): legitimate interests of the data controller (website security and communication management)
- GDPR Article 6(1)(a): explicit consent (where required)

5. Transfer of Personal Data

Your personal data may be shared with the following parties:

- Information technology and hosting service providers
- Cloud infrastructure providers
- Legal and consultancy service providers
- Authorized public institutions and organizations (in case of legal obligation)

Data is transferred only to the extent necessary and in compliance with data protection legislation. In the event that your personal data is transferred to countries outside the European Economic Area (EEA), the necessary security measures are taken in accordance with the relevant provisions of the GDPR. In this context, appropriate data protection mechanisms such as Standard Contractual Clauses approved by the European Commission are applied.

6. Methods of Collecting Personal Data

Your personal data is collected through the following methods:

- **Via website forms**

It is collected electronically by filling out contact and job application forms.

- **Information Provided by the User**

Name, surname, e-mail address, phone number, company information, and message contents are voluntarily provided by users.

- **Technical Data Collected Automatically**

When you visit our website, the following technical data may be automatically recorded:

- IP address
- Browser information
- System access records (log records)
- Visit date and time
- Application or form submission time

This data is processed for the purpose of ensuring the security of the website, ensuring the operation of systems, and detecting technical errors.

7. Storage Location and Retention Periods

Personal data collected within the scope of the website is stored on servers located in the West Europe region within the European Union.

Appropriate technical and administrative security measures are applied during the processing and storage of data. When the retention period expires, data is deleted, destroyed, or anonymized.

Personal data is retained for the following periods:

Data Type	Retention Period
Contact form data	1 year
Job application data (CV)	6 months
Candidate pool (if consent is given)	2 years
System log records	6 months
Security logs	1 year

Data Type	Retention Period
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Privacy notice consent records	3 years
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8. Cookies and Technical Records

Our website may use technically necessary cookies. These cookies are used for the purpose of ensuring the secure operation and technical functioning of the website.

Detailed information about cookies is available on the **Cookie Policy** page.

9. Rights of the Data Subject

Under the General Data Protection Regulation, you have the following rights:

- Right to request access to your personal data
- Right to request rectification of data
- Right to request erasure of data
- Right to request restriction of data processing activities
- Right to request data portability
- Right to object to data processing

To exercise your rights, you may contact us via the following e-mail address:

Requests may be submitted by filling out the **Data Subject Application Form** available on the website and sending it to **info@arksoft.com.tr**. Your requests are reviewed and evaluated by specialist personnel, and a response is provided to you **within 30 days at the latest**.

10. Entry into Force

This Privacy Notice may be updated when necessary. The current version is always the version published on the website.