**PRIVACY NOTICE ON THE PROTECTION AND PROCESSING OF PERSONAL DATA FOR EMPLOYEE/INTERN CANDIDATES**

1. **DATA CONTROLLER**

As Pfizer İlaçları Limited Şirketi, aViatris affiliate(“**Viatris**” or “**Compan**y” or “**Data Controller**”), we attach great importance to the processing of your personal data and ensure data security in accordance with the Personal Data Protection Law No. 6698 (“**Law**”). Within this context, when you apply our Company as an employee/intern candidate, your personal data will be processed according to the Law by Viatris as Data Controller within the scope described below.

For detailed information and our explanations on the purposes for which your personal data is processed by Viatris, you can find Viatris’ Policy on Processing and Protection of Personal Data at <https://www.viatris.com/-/media/Project/Common/Viatris/PDF/Trukey/Pfizer-laclar-Ltd-Sti-Gizlilik-Politikas.pdf>.

1. **WHAT INFORMATION DO WE PROCESS?**

We may process your following personal data with respect to the purposes described under the article 3 of this Privacy Notice,

* All the information you provide in your resume (identity information, contact information, work experience, educational information, sensitive personal data, military service status)
* Proficiency test results requested by Viatris,
* In case your job application is accepted, information required by law to make your employment statement and create your personal file (identity information, contact information, work experience, educational information, sensitive personal data, military service status, financial information)

1. **THE PURPOSES AND LEGAL REASONS OF WHY WE PROCESS YOUR PERSONAL DATA**

In accordance with the basic principles stipulated in the Law, your personal data provided inyour resume (identity information, contact information, work experience, educational information, sensetivepersonal data, visual and audio data), your personal data processed within the scope of fulfilling the requirements of the Corporate Policy (family information, personnel file information, financial information) will be processed by Viatris without your explicit consent based on legal reasons pursuant to article 5/2-f of the Law*“it is mandatory for the legitimate interests of the controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.”*, and the sensitive personal data such as association/foundation membership will be processed in the presence of your explicit consent according to article 6/2 of DPL by our Company within the scope of the below-mentioned purposes:

* Conducting Human Resources recruitment/employment and personnel procurement processes and in this context, (i) evaluating your qualification, experience and suitability for the relevant open position, (ii) contacting third parties and conducting research about you, (iii) contacting you about the application and recruitment process. (iv) to contact you afterwards if there is a position suitable for you,
* Carrying out activities related to information security processes and information technology infrastructure, ensuring employees' access to information, carrying out activities related to group companies,
* Conducting and recording your job interview via web-based online video conferencing applications and video interview system via remote connection.

Furthermore, your proficiency test results requested by Viatris an the information required by law in order to make your employment statement and create your personal file, in the event that your job application is accepted(identity information, contact information, work experience, educational information, special categories of personal data, military service status, financial information) can be processed by Viatris without your explicit consent based on the legal reasons in accordance with Article 5 that *“it is clearly provided for by the laws“*, *“it is mandatory for the controller to be able to perform his legal obligations”* *“processing of personal data belonging to the parties of a contract, is necessary provided that it is directly related to the conclusion or fulfilment of that contract”* and lastly *“it is mandatory for the legitimate interests of the controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject.”* .Your health report, which is a sensitive personal data, may be processed as per Article 6/3 of the DPL by the workplace doctor ,for the following purposes without your explicit consent:

* To meet the requirements of the relevant legislation and / or the demands of authorized institutions and organizations,
* In case your job application is accepted, in accordance with the relevant legislation, to make your employment statement and to create your personal file,
* Carrying out activities with legal, technical and administrative consequences,
* Carrying out activities related to information security processes and information technology infrastructure and ensuring employees' access to information.

1. **WHO DO WE SHARE YOUR PERSONAL DATA WITH AND FOR WHAT PURPOSES?**

Your personal data may be transferred by Viatris, to the domestic examination companies , the 3rd parties that we receive services within the scope of recruitment processes, including the platform companies which provide remote video and audio call servicess, our business partners, suppliers, audit companies with whom we have contractual relation and which are under obligation of confidentiality in accordance with the basic principles stipulated in the Law and in case of our legitimate interests pursuant to article 8/2-a of the Law, in order to fulfill the purposes set out below .Additionally,, within the scope of the activities we have explained above, your personal data may be transferred to public institutions or organizations who are authorized to request such data as required by a legal obligation, to authorized private persons, and may be shared with Viatris employees who are the representative of the Data Controller pursuant to Article 8/2, a of the DPL.

In addition, due to the nature of Viatris’ global structure, s, your personal data mentioned above may be transferred in accordance with article 9/1 of DPL in the presence of your explicit consent to Viatris' group companies residing abroad by using Viatris’ global systems, to test companies within the scope of the activities we have explained above and to our resident business partners, suppliers and the 3rd parties that we receive services within the scope of recruitment processes, including the platform companies which provide remote video and audio call services with whom we have contractual relation and which are under obligation of confidentiality .s

* Conducting Human Resources recruitment/employment and personnel procurement processes and in this context:
* Evaluating your qualification, experience, and suitability for the relevant open position,
* Contacting third parties and conducting research about you,
* Contacting you about the application and recruitment process,
* To contact you afterwards if there is a position suitable for you,
* To meet the requirements of the relevant legislation and / or the demands of authorized institutions and organizations,
* In case your job application is accepted, in accordance with the relevant legislation, to make your employment statement and to create your personal file,
* Carrying out activities with legal, technical and administrative consequences.

1. **COLLECTION METHOD OF YOUR PERSONAL DATA**

Your personal data will be collected by Viatris within the scope of the above-listed purposes and via e-mail, human resources platforms, employment agencies and human resources agencies and in physical and/or electronic environment.

Please be informed that, during our data processing activities, we comply with the principles of; (i) compliance with the law and good faith, (ii) being accurate and up-to-date when necessary, (iii) being processed for specific, clear and legitimate purposes, (iv) being relevant, limited and proportionate for the purpose for which they are processed, (v) storing for the period required by the relevant legislation or for the purpose for which they are processed. Please also notethat any information processedabout you will be collected and used to the extent necessary.

1. **HOW LONG DO WE STORE YOUR PERSONAL DATA?**

If your application is not approved and provided that you give your permission, the personal information you have submitted in your application will be kept in the candidates database for a period of 12 months from the date of submitting your CV.. If your CVhas been submitted to Viatris by the human resources platform, employment agency and/or human resources agency,your personal information reported by the institution will be kept in oure database for a period of 12 months from the date of application only if your consent is provided..

If your application is approved, your personal data will be kept in the database for the period stipulated in accordance with the Law, Labor Law and other legislation.

1. **WHAT ARE YOUR RIGHTS IN ARTICLE 11 OF KVKK AS PERSONAL DATA OWNER?**

We would like you to remind that as personal data owner according to the article 11 of DPL, you are entitled to know

1. whether your Personal Information is processed or not,
2. to request information regarding the process,
3. to know the purpose of the process and whether your Personal Information is used for relevant purposes or not,
4. to know the third parties to whom your Personal Information is transferred,
5. to request the rectification of the incomplete or inaccurate information, to request to be informed third parties to whom your Personal Information is transferred in case that you exercise this right,
6. to request the erasure or destruction of your Personal Information, to request to be informed third parties to whom your Personal Information is transferred in case that you exercise this right,
7. to object to the result about you which is arised from the analysis of derived information through automatic systems and to request compensation for the damage.

In case that you would like to exercise such rights or to retrieve the consent that you provide through this form, you may forward your application by our e-mail address which is [infotr-upj@viatris.com](mailto:infotr-upj@viatris.com) or to Muallim Naci Caddesi, No:55 Ortaköy 34347 application adress by writing "Information Request Within the Scope of Personal Protection" on the envelope. Your request in this regard will be fulfilled for free at the earliest depending on qualification of your request and within thirty days, at the latest; however, you may be charged a fee depending on the price list determined by the Data Protection Board in case that the process requires extra cost.

**ACKNOWLEDGEMENT AND CONSENT**

I have read and understood the **Privacy Notice On The Protection And Processing Of Personal Data For Employee/Intern Candidates.** In this context, I accept the processing my personal data for the purposes of executing recruitment/employment, personnel procurement processes, making my employment statement in case of a positive result of my job application, creating my personal file and providing information to authorized institutions based on the legislation; I also accept the transferring my personal data for the purposes described in this notice to other group companies residing abroad, to third parties from which they receive services, residing in the country and/or abroad and with whom Viatris has contracted in order to fulfill its obligations under the Law, to business partners, to audit companies, or to public institutions or organizations which are authorized to request such data as required by a legal obligation including but not limited to other relevant authorities and authorized private persons, and to share it with Viatris employees who are the representative of the Data Controller.

Name:

Signature:

Date:

I undertake that I have given the necessary information to reference people about the sharing of personal data with Pfizer İlaçları Limited Şirketi, that the people I have specified as references can be contacted for reference control purposes, and that I have obtained the permissions of the reference people due the personal data of the reference people are shared with Pfizer İlaçları Limited Şirketi and group companies residing abroad for the purpose of keeping my reference information in the systems it uses due to its global structure.

Name:

Signature:

Date: