

Privacy Notice

Below is detailed information regarding our law firm's data processing activities, which are limited to the purposes explained per each data subject group.

1. Data Subjects

1.1 Job Applicants

We collect, process and store personal data which may directly or indirectly identify a job applicant (together "personal information") as part of our candidate application and recruitment activities. We process personal information for a range of purposes relating to general recruitment activities as well as the recruitment process and this may include the job applicant's application, assessment and job applicant's work permit.

The term "processing" covers all activities involving a data subject's personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

We may process the job applicant's personal information for the purposes of application, assessment, candidate searches and general recruitment activities. We use personal information that we collected concerning candidates to identify job opportunities we think may be of interest to the job applicant. We may contact potential candidates from time to time regarding such opportunities.

In general, we collect personal information directly from the job applicant, where he/she provides personal information to us by applying directly for a position at our law firm or information that we learn about the job applicant through the applicant's interactions with us or with third parties such as recruitment agencies. We may also collect personal information about the job applicants from third parties, for example, from a referee providing information about a job applicant or a colleague recommending that we consider the applicant for a position or from other sources where the job applicant made his/her personal information publicly available for the purposes of recruitment.

In cases where we are processing personal information based on the job applicant's consent, the job applicant has the right to withdraw that consent at any time where there is no other legal basis for the processing.

We may rely on legitimate interests of our law firm to process the job applicant's personal information in the administration of the application and for general recruitment purposes or requirements of the legislation.

The processing will be lawful, proportionate and will always comply with the principles of applicable privacy laws in our jurisdiction. In any way, the applicant's personal information will be kept for 6 months and then will be destroyed in accordance with the applicable legislation, if we do not have the chance to offer him/her a position at our law firm.

We will need to share job applicant's personal information internally if it is necessary or required, for example to carry out assessment. Sharing will be limited to what is required by each individual to perform their role in the recruitment process.

1.2 Contacts

If a person reaches out to us as the independent attorneys of our clients (subject to attorney client privilege and our limited authorities granted to us through our power of attorney), we may collect such person's name, e-mail and phone number data, which will be voluntarily provided to us by the relevant person, for the sole purpose of contacting them upon their own request.

1.3 Vendors/Suppliers

If there is an engagement with a supplier for service procurement, we may collect such supplier's name, e-mail and phone number data, which will be voluntarily provided to us by the relevant person, for the sole purpose of performance of the contract with the supplier. These data might be shared with third parties such as public authorities if it is required for the purposes of fulfilling a legal obligation.

1.4 Clients

Yalvaç Law treats client information as strictly confidential and all information collected from the clients will be subject to attorney-client privilege. Such information will only be collected and processed within the scope of our legal services provided to the clients in line with our engagement to them. These processing of this data will be based on the legal purposes of compliance with legal obligations, performance of contract, establishment, exercise or protection of a legal right and legitimate interest of the data controller. These data will not be shared with third parties unless for specific instructions received by the client or unless it is required for the purposes of fulfilling a legal obligation (such as AML obligations).

2. Data Subjects' Rights

Data subjects have the right to learn whether or not personal data is being processed; to request information if personal data related to the data subject have been processed; to obtain information as to purpose of processing and whether or not such data have been processed accordingly; to know the third parties within or outside the country to whom personal data are transferred; to ask for the rectification of any incomplete or inaccurate personal data process; to ask for the erasure or destruction of the personal data within the framework of the law; to request the notification to third parties to whom the personal data have been transferred of operations carried out within the meaning of correction, erasure or destruction of the personal data; to object to any conclusion to the detriment of the data subject which results from analysis of the processed data exclusively by means of automated systems and to request compensation for the damages incurred as a result of an unlawful personal data processing.

If you have any questions about this notice or your personal information generally, or complaints and/or objections to the processing of your personal information, please contact us at info@yalvac.av.tr

Yalvaç Law