

INFORMATION NOTICE ON THE PROTECTION OF PERSONAL DATA FOR AVIATION PERSONNEL & AVIATION EMPLOYEES

The processing of your personal data is carried out in accordance with the **Management System Directive, SHT-TRAINING/Airport Training Directive, SHT-AUDIT Implementation Principles for Aviation Business Audits, SHY-1 Pilot Licensing Regulation, SHT-FCL Flight Crew Licensing Directive, SHY-ORA Flight Crew Organization Requirements Directive, Manager Personnel Certificate (Form-4) Approval Procedures Circular, SHT-1TBS Theoretical Knowledge Exam for Pilot Training Directive, SHY-UHU Flight Operations Specialist Licensing Regulation, SHT-TRAINING/Airports Department Training Directive, SHT-17.3 Aviation Business Security Management and Organization Directive, SHT-17.2 Civil Aviation Security Training and Certification Directive, SHY-14A Airport Certification and Operation Regulation, SHY-14B Heliport Construction and Operation Regulation, SHT-21 Aircraft and Part Certification**, and other legislation applicable to our Institution, where explicitly stipulated.

Legal Bases for Processing Personal Data

Your personal data is processed based on the following legal grounds:

- ✓ **Explicitly mandated by laws** applicable to our Institution.
- ✓ **Necessary for the establishment or performance of a contract**, provided it is directly related to the parties of the contract, to deliver requested products/services and fulfill contractual obligations.
- ✓ **Mandatory for compliance with legal obligations**.
- ✓ **Publicly disclosed by the data subject**.
- ✓ **Essential for the establishment, exercise, or protection of a right**.
- ✓ **Legitimate interests of the data controller**, provided it does not harm fundamental rights and freedoms.

Legal Bases for Processing Special Categories of Personal Data

Your **sensitive personal data** (e.g., health data) is collected, stored, and processed based on:

- ✓ **Your explicit consent**.
- ✓ **Legal exceptions for non-health data** (where permitted by law without explicit consent).
- ✓ **Health-related data** may be processed **without explicit consent** only for:
 - Public health protection,
 - Preventive medicine,
 - Medical diagnosis, treatment, and care services,
 - Planning and management of healthcare services and financing,
 - By authorized institutions/persons bound by confidentiality obligations.

Rights of Data Subjects Under Article 11 of the Law

You have the right to:

1. **Learn** whether your personal data is processed.
2. **Request information** if processed.
3. **Know the purpose** of processing and whether it is used accordingly.
4. **Identify third parties** (domestic/international) to whom your data is transferred.
5. **Request correction** of incomplete or inaccurate data.
6. **Request deletion or destruction** of your data.
7. **Demand notification** of corrections/deletions to third parties if your data was shared.
8. **Object to automated decision-making** that may adversely affect you.
9. **Claim compensation** for damages due to unlawful processing.

How to Submit Requests

To exercise your rights:

- Submit a **signed written request** (with identifiable identity/address proof) via:
 - **Registered mail/notary** to the Institution's address.
 - **Secure email**: shgm.gelen@hs01.kep.tr.

Requests will be answered **within 30 days** upon receipt, per **Article 13(2) of the KVKK**.