

PERSONAL DATA OWNER APPLICATION FORM

1. General Information

In accordance with Article 20 of the Constitution of the Republic of Turkey, everyone is entitled to demand the protection of personal data related to them. This right includes being notified on the personal data about the person, accessing these data, requesting correction or deletion of them, and learning whether they are used for their intended purposes.

Law 6698 on the Protection of Personal Data (“**KVK Law**”) grants the right to make certain requests regarding the processing of personal data.

In accordance with Article 13 of KVK Law, the assessment of the rights of personal data owners due to their title 'data owner' and the notifications to be made to personal data owners by HİTAY HOLDİNG A.Ş (hereinafter referred to as the "Company") should be made in accordance with this Personal Data Owner Application Form.

2. Application Right

2.1. Application Topics

Pursuant to Article 11 of KVK Law, anyone whose personal data is processed can apply to our Company and make requests regarding the following matters:

- (1) Learning whether their personal data is processed,
- (2) If their personal data is processed, requesting relevant information
- (3) Learning the purpose of processing personal data and whether they are used appropriately,
- (4) Learning the third parties in Turkey and abroad to whom personal data is transferred,
- (5) Requesting the correction of personal data in case of incomplete or incorrect processing of such data, and requesting that the transaction made within this scope be notified to third parties to whom personal data is transferred, *(For this item; Information/documents that you think are wrong or incomplete and you want to be corrected, and information/documents showing that your personal data are correct and complementary should be sent to us in addition),*
- (6) Requesting the deletion, destruction or anonymization of personal data if the reasons for processing them is no longer valid, and requesting that the transaction made within this scope be notified to third parties to whom personal data is transferred,
- (7) To object to the emergence of a result against the data owner by analyzing the processed data exclusively through automated systems,

2.2. Situations Outside the Scope of Application Right

Pursuant to Article 28 of the KVK Law, personal data owners will not be able to make any claims in the following situations:

- (1) Processing of their personal data by real persons within the scope of activities related to them or their family members living in the same residence, provided that they are not given to third parties and obligations regarding data security are complied with,
- (2) Processing of their personal data for purposes such as research, planning and statistics by making them anonymous with official statistics,
- (3) Processing of their personal data for art, history, literature or scientific purposes or within the scope of freedom of expression provided that they do not constitute a crime or violate national defense, national security, public security, public order, economic security, privacy or personal rights,

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- (4) Processing of their personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations authorized by law to provide national defense, national security, public security, public order or economic security,
- (5)
- (6) Processing of their personal data by judicial authorities or enforcement authorities regarding investigations, prosecutions, trials or execution proceedings,
- (7) Personal data processing being necessary for the prevention of crime or for criminal investigation,
- (8) Processing of personal data publicized by the person concerned,
- (9) Personal data processing being necessary for the disciplinary investigation or prosecution by the assigned and authorized public institutions and organizations, and by professional institutions with the qualifications of public institutions based on the authority granted by law,
- (10) Personal data processing being necessary for the protection of the economic and financial interests of the government in relation to budget, tax and financial matters.

3. Means of Application

Applications of personal data owners regarding their rights arising from KVK Law should be submitted to us in writing in accordance with Article 13 of the KVK Law or other methods to be determined by the Personal Data Protection Board ("**Board**"):

Application Method	Explanation	Application Adress
Website:	Filling the Application form on www.hitay.com and submitting a wet signed copy in writing	
Electronic Media	Sending by the e-mail address registered by the personal data owner via the registered e-mail (KEP) address, secure electronic signature, mobile signature or e-mail address with the e-mail address extension previously notified to the Company by the personal data owner and registered in the Company system	

** Applications should be submitted by writing "Information Request under the Law on the Protection of Personal Data".*

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4. Personal Data Owner Contact Details

Name-Surname:	
T.R. Identity Number, or Passport No or Foreign Identity Number for Foreign Applicants:	
Telephone Number:	
Notification Address:	
E-mail Address:	
Your Relation with Our Company	<i>(Member, Business Partner, Employee Candidate, Ex- Employee, Third-Party Company Employee, Research Participant, Shareholder, etc.)</i>

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5. Potential Requests by Personal Data Owners

Please select the subject of your application regarding your personal data from the following:

	Issues to Make Requests and Legal Basis	Your Selection
1	I want to know if my personal data is processed within your company. <i>(Law on the Protection of Personal Data, Article 11/1 (a))</i>	
2	If my personal data is processed, I request information about this data processing activity. <i>(Law on the Protection of Personal Data, Article 11/1 (b))</i>	
3	If my personal data is processed, I would like to know the purpose of this data processing and whether it is used in accordance with the purpose of the processing. <i>(Law on the Protection of Personal Data, Article 11/1 (c))</i>	
4	I want to find out if my personal data is transferred to third parties in Turkey and/or abroad, and if so, I request information about third parties. <i>(Law on the Protection of Personal Data, Article 11/1 (ç))</i>	
5	I request the correction of my incomplete or incorrectly processed personal data in your company and at third parties to whom my personal data is transferred. <i>(Correct and complementary information/documents must be forwarded upon request to correct your personal data that you think is incomplete or false.)</i> <i>(Law on the Protection of Personal Data, Article 11/1 (d))</i>	
6	I think that the reasons that require the processing of my personal data have disappeared and within this framework, I request that my personal data are; - Deleted <input type="checkbox"/> - Anonymized <input type="checkbox"/> <i>(Indicate your choice by placing an x)</i> <i>(Law on the Protection of Personal Data, Article 11/1 (e))</i>	
7	I want my personal data (Request No: 5), which I think is incomplete or incorrectly processed, to be also corrected by third parties to whom they were transferred. <i>(Law on the Protection of Personal Data, Article 11/1 (f))</i>	
8	I want my personal data (Request No: 5), which I think is incomplete or incorrectly processed by third parties to whom they were transferred, to be - Deleted <input type="checkbox"/> - Anonymized <input type="checkbox"/> <i>(Indicate your choice by placing an x)</i> <i>(Law on the Protection of Personal Data, Article 11/1 (f))</i>	
9	I object to the conclusion against me, reached by analyzing my personal data exclusively through automated systems. <i>(Law on the Protection of Personal Data, Article 11/1 (g))</i>	

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6. The Procedure and Duration of Our Company's Response to Applications

In accordance with Article 13 of the KVK Law, our Company will conclude the application requests made by the personal data owner to our Company free of charge within the legal period, according to the nature of the request. However, if the transaction requires a separate cost, the fee at the tariff determined by the Board may be requested from the personal data owner.

To ensure the security of your personal data, our Company may request information from the applicant for identification and authorization purposes.

The application of the personal data owner can be rejected in the following cases:

- (1) Preventing other people's rights and freedoms
- (2) Requiring disproportionate effort
- (3) Information is public
- (4) Endangering the privacy of others
- (5) Existence of one of the cases out of scope according to KVK Law (See 2.2)

Please indicate your preference to be notified of our company's response to your application:

1	I want to receive it in writing.	
2	I want it sent electronically.	

7. Right of Personal Data Owner to Complain to the Board

Pursuant to Article 14 of the Law on KVK, in cases where the application is rejected, the answer given is insufficient or the application is not answered within due time, the owner of the personal data, within 30 (thirty) days from the date of our Company's response, and in any case 60 (sixty) days from the date of application, can make a complaint to the Board.

Complaints cannot be made to the Board before the application is made to our company.

Personal Data Owner's (Applicant's)

Name-Surname

Application

Date:

Signature:

Contact Details: