

PERSONAL DATA PROTECTION APPLICATION FORM

GENERAL EXPLANATIONS

Under the Law No. 6698 on the Protection of Personal Data ("KVK Law") and the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR"), personal data subjects (hereinafter referred to as "Applicants") are granted the right to request various actions regarding the processing of their personal data in accordance with the rights to object to the processing of personal data under Article 11 of the KVK Law and Articles 12 and 21 of the GDPR.

Transparent information, notifications, and procedures regarding the exercise of data subject rights are outlined in the application processes.

According to the first paragraph of Article 13 of the KVK Law, applications regarding these rights must be submitted to our Company in writing or through other methods determined by the Personal Data Protection Board ("Board").

In this context, "written" applications to our Company can be submitted by;

- The Applicant personally applying,
- Through a notary,
- By being signed with a "secure electronic signature" as defined in Law No. 5070 on Electronic Signature and sent to the Company's registered electronic mail address.

Application Method	Address for Application	Information to Be Included in the Application Submission
In-Person Application (The applicant personally submits the application with identity-verifying documents)	Harbiye Mahallesi Hüsrev Gerede Caddesi, No:77 İç Kapı:16 Şişli/İstanbul	The envelope should be labeled "Request for Information Under the Personal Data Protection Law."
Notification via Notary	Harbiye Mahallesi Hüsrev Gerede Caddesi, No:77 İç Kapı:16 Şişli/İstanbul	The envelope for notification should be labeled "Request for Information Under the Personal Data Protection Law."
Signed with a "secure electronic signature" and sent via Registered Electronic Mail (REM)	kvkk@feedback4e.com	The subject line of the email should be "Request for Information Under the Personal Data Protection Law."

In addition, after the methods determined by the Authority are announced, our company will also announce how applications will be accepted through these methods.

Applications sent to us will be answered free of charge within thirty days from the date we receive your request, in accordance with Article 13, Paragraph 2 of the KVKK. However, if the process incurs additional costs, a fee determined by the KVKK Board may be charged. Our responses will be delivered to you in writing or electronically in accordance with the provisions of Article 13 of the KVKK.

Our company may accept the application, but it may also refuse it by explaining the reasons and notifying the response to the relevant person in writing or electronically. The personal data owner's application may be refused in the following cases:

- Preventing the rights and freedoms of others,
- Requiring disproportionate effort,
- The information being publicly available,
- Jeopardizing the privacy of others,
- The presence of situations excluded from the scope of the KVKK,¹
- ¹According to Article 28 of the KVKK, the following situations are excluded from the scope of the KVKK, and therefore, personal data owners will not be able to assert their application rights
- Processing of personal data for purposes such as research, planning, and statistics by anonymizing it with official statistics.
- Processing of personal data for purposes such as art, history, literature, or scientific purposes, or within the scope of freedom of expression, provided it does not violate national defense, national security, public safety, public order, economic security, the privacy of private life, or personality rights.
- Processing of personal data by public institutions and organizations authorized and assigned by law for preventive, protective, and intelligence activities aimed at ensuring national defense, national security, public safety, public order, or economic security.
- Processing of personal data by judicial authorities or enforcement agencies in relation to investigation, prosecution, trial, or enforcement procedures. According to Article 28, Paragraph 2 of the KVKK, the assertion of rights is not possible in the following cases, except for the right to request compensation for damages:
 - When the processing of personal data is necessary for the prevention of a crime or for criminal investigations,
 - When personal data has been made public by the data subject themselves,
 - When the processing of personal data is necessary for the performance of supervisory or regulatory duties by public institutions and organizations authorized by law or by professional organizations with the status of public institutions, or for disciplinary investigations or prosecutions,
 - When the processing of personal data is necessary for the protection of the State's economic and financial interests in relation to budget, tax, and financial matters.

RIGHT OF THE DATA SUBJECT TO FILE A COMPLAINT WITH THE BOARD

In accordance with Article 14 of the Personal Data Protection Law (KVK Kanunu), if the data subject's application is rejected, if the response provided is found insufficient, or if the application is not responded to within the prescribed time, the data subject has the right to file a complaint with the Personal Data Protection Board (KVK Kurulu) within 30 days of learning of the response from the data controller, and in any case, within 60 days from the date of application. A complaint to the Board cannot be made without first submitting an application to our company.

A. CONTACT INFORMATION OF THE APPLICANT:

Name:	
Surname:	
T.C. ID Number:	
Phone Number:	
E-mail : <i>(If you specify, we will be able to respond to you more quickly..)</i>	

B. Please specify your relationship with our company. (e.g., Customer, business partner, job applicant, former employee, third-party company employee, shareholder, etc.)

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:
Department/Unit you are in contact with within our company:	
Subject:	

C. REQUESTS THAT CAN BE MADE BY THE DATA SUBJECT

Please select the subject of your request regarding your personal data from the options listed below:

Nu	Requestable Subjects and Legal Basis	Your Selection
1	I want to know whether my personal data is being processed within the company. (KVK Law Art. 11/1 (a))	
2	If my personal data is being processed, I request information about this data processing activity. (KVK Law Art. 11/1 (b))	
3	If my personal data is being processed, I want to know the purpose of this processing and whether it is used in accordance with that purpose. (KVK Law Art. 11/1 (c))	
4	I request information on whether my personal data has been transferred to third parties domestically and/or internationally. If so, I request information about these third parties. (KVK Law Art. 11/1 (ç))	
5	I request the correction of any incomplete or inaccurate personal data at the company / third parties to whom my personal data has been transferred. (In case of a request, please provide correct and supplementary information/documents for the correction of incomplete or inaccurate personal data.) (KVK Law Art. 11/1 (d))	
6	I believe that the reasons for processing my personal data have ceased to exist and, in this context, I request; -The deletion of my personal data -The destruction of my personal data -The anonymization of my personal data. (Please indicate your choice by marking with an "x".) (KVK Law Art. 11/1 (e)) Name and Surname ID Number Address Phone Number Email Address Requested Topics and Legal Basis Your Choice I request that the personal data I believe to be incorrect or incomplete (Request No:5) also be corrected with the third parties to whom it has been transferred. (KVK Law Art. 11/1 (f)) I request that my personal data, which I believe to be incorrect or incomplete (Request No:5), be; -Deleted -Destroyed -Anonymized with the third parties to whom it has been transferred. (Please indicate your choice by marking with an X.) (KVK Law Art. 11/1 (f))	<input type="checkbox"/> Deletion <input type="checkbox"/> Destruction <input type="checkbox"/> Anonymization
8	I object to the result that is detrimental to me, which is based solely on the automated processing of my personal data. (KVK Law Art. 11/1 (g))	
9	I request compensation for the damage I have suffered due to the unlawful processing of my personal data. (KVK Law Art. 11/1 (h))	

D. Rights and Requests Under GDPR

Under GDPR, you have the following rights (for more information, you can visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens/my-rights_en)

- a) Right to Withdraw Consent (Art. 7 GDPR)
- b) Right of Access (Art. 15 GDPR)
- c) Right to Rectification (Art. 16 GDPR)
- d) Right to Erasure (Art. 17 GDPR)
- e) Right to Restriction of Processing (Art. 18 GDPR)
- f) Right to Data Portability (Art. 20 GDPR)
- g) Right to Object (Art. 21 GDPR)

Under GDPR or national laws, these rights may be subject to limitations; for example, if fulfilling your request would result in the disclosure of personal data about another person, violate the rights of a third party (including our rights), or if you request the deletion of information that we are required by law to retain or that is necessary for our compelling legitimate interests. Relevant exemptions are specified in the GDPR or applicable national laws.

E. Please choose the method by which you would like to receive our response to your application:

I would like it to be sent to my address.

I would like it to be sent to my email address.

(If you choose the email method, we will be able to respond to you more quickly.)

I would like to collect it in person. *(In the case of collection by a proxy, a notarized power of attorney or authorization document is required.)*

This application form has been prepared to identify your relationship with our company, to determine the personal data processed by our company, if any, and to ensure that your application is answered correctly and within the legal time frame. To eliminate legal risks that may arise from unlawful and unjust data sharing, and especially to ensure the security of your personal data, our company reserves the right to request additional documents and information (such as a copy of your ID card or driver's license) for identity and authorization verification. In case the information provided in the form is incorrect or outdated, or if an unauthorized application is made, our company does not accept responsibility for claims arising from such incorrect information or unauthorized applications.

Applicant (Personal Data Owner)

Name Surname:

Application Date:

Signature: