

PERSONAL DATA PROTECTION APPLICATION FORM

GENERAL EXPLANATIONS

In the Law No. 6698 on the Protection of Personal Data ("KVKK"), the relevant persons ("Applicant"), who are defined as the relevant person in Article 11 of the KVKK, are entitled to make certain requests regarding the processing of their personal data.

Pursuant to Article 13/1 of the LPPD; applications to be made to our Company, which is the data controller, regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

In this context, applications to be made to our Company "in writing" can be submitted to us by printing out this form and using the following methods.

- By personal application of the Applicant,
- Through a notary public,
- Signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to the Company's registered e-mail address,
- By e-mail from the applicant.

| Application Method | Application Address | Application Submission Information to be specified |
|--|---|---|
| Application in Person (Application the owner of the property to apply with a document certifying his/her identity) | Eyüp Sultan Mahallesi Şah Cihan Caddesi No:69 B Sancaktepe/ISTANBUL | The envelope should be marked "Personal Data Subject Application in accordance with the Law on the Protection of Data" will be written. |
| Notification via notary public | Eyüp Sultan Mahallesi Şah Cihan Caddesi No:69 B Sancaktepe/ISTANBUL | The notification envelope was marked "Personal Data Subject Application in accordance with the Data Protection Law" will be written. |
| Via Registered Electronic Mail (KEP) by signing with "secure electronic signature" | arkel@hs01.kep.tr | In the subject section of the e-mail, "Application of Relevant Person in accordance with the Law on the Protection of Personal Data" will be written. |
| By sending an e-mail | kvkk@arkel.com.tr | In the subject section of the e-mail, "Application of Relevant Person in accordance with the Law on the Protection of Personal Data" will be written. |

In addition, after the announcement of other methods to be determined by the Board, our Company will announce how the applications will be received through these methods.

Pursuant to Article 12/2 of the LPPD, your applications submitted to us will be answered free of charge within thirty days from the date of receipt of your request, depending on the nature of the request. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board may be charged. Our responses will be delivered to you in writing or electronically in accordance with Article 13 of the Law. Our Company may accept the application or reject it for the reasons listed below by explaining the justification and may notify the relevant person in writing or electronically. The application of the personal data owner may be

rejected in the following cases:

- Preventing the rights and freedoms of other persons,
- Requires disproportionate effort,
- The information is publicly available,
- jeopardising the privacy of others,
- Existence of one of the situations excluded from the scope pursuant to KVKK,¹
- The application is not made in accordance with the procedural requirements specified in the Communiqué on the Procedures and Principles of Application to the Data Controller.

RIGHT OF THE INTERESTED PERSON/APPLICANT TO FILE A COMPLAINT TO THE BOARD

Pursuant to Article 14 of the LPPD, the personal data owner **may file a complaint to the PDP Board** within 30 days from the date he/she learnt about the response of the data controller, and in any case within 60 days from the date of application, in cases where his/her application is rejected, the response is found inadequate or the application is not responded to in due time. **A complaint to the Board will not be possible without making an application to our Company.**

¹ Pursuant to Article 28 of the LPPD, it will not be possible for personal data subjects to assert their application rights as the following cases are excluded from the scope of the LPPD:

- Processing of personal data for purposes such as research, planning and statistics by anonymising them with official statistics.
- Personal data may be used in the fields of art, history, literature or science, provided that they do not violate national defence, national security, public security, public order, economic security, privacy of private life or personal rights or constitute a crime. purposes or within the scope of freedom of expression.
- The use of personal data for the purposes of national defence, national security, public security, public order or within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations assigned and authorised by law to ensure economic security processing.
- Judicial proceedings in relation to the investigation, prosecution, judgement or execution of personal data processing by the authorities or execution authorities. Pursuant to Article 28/2 of the LPPD, except for the right to claim compensation for damages, it is not possible to assert rights in the following cases:
- Processing of personal data is necessary for the prevention of crime or criminal investigation,
- Processing of personal data made public by the data subject himself/herself,
- Personal data processing is necessary for the execution of supervisory or regulatory duties and for disciplinary investigation or prosecution by the public institutions and organisations and professional organisations in the nature of public institutions, which are authorized by law,
- The use of personal data processing in relation to budgetary, tax and fiscal matters in the economic and financial sphere of the State necessary for the protection of its interests.

A. APPLICANT CONTACT DETAILS:

| | |
|--|--|
| Name | |
| Surname | |
| T.C. Identity Number | |
| Telephone Number | |
| E mail <i>(If you specify faster response to you we will be able to give).</i> | |
| Address: | <p>.....</p> <p>.....</p> <p>.....</p> |

B. Please indicate your relationship with our Company (e.g. customer, business partner, prospective employee, former employee, employee of a third party company, shareholder)

| | |
|--|---|
| <input type="checkbox"/> Customer | <input type="checkbox"/> Business partner |
| <input type="checkbox"/> Visitor | <input type="checkbox"/> Other: |
| The Unit you are in contact with within our company: | |
| Subject: | |

| | |
|---|---|
| <input type="checkbox"/> Former Employee <i>Years I Worked</i> | <input type="checkbox"/> Job Application / CV Sharing <i>Date:</i> |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Third Party Company Employee <i>Please provide information about your company and position specify</i> |

C. REQUESTS THAT MAY BE ADDRESSED BY THE PERSONAL DATA SUBJECT

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

| No | Subjects to be Requested and Legal Basis | Your choice |
|----|---|---|
| 1 | Whether my personal data is processed within the company (KVKK art. 11/1 (a)) | |
| 2 | If my personal data is processed, with this data processing activity (Art. 11/1 (b) of the LPPD) | |
| 3 | If my personal data is processed, the purpose of this data processing and whether it is used in accordance with the purpose of processing (KVKK art. 11/1 (c)) | |
| 4 | I request information on whether my personal data is transferred to third parties at home and/or abroad, and if so, information about the third parties (Art. 11/1 (ç)) | |
| 5 | I request the correction of my incomplete or incorrectly processed personal data before the company / third parties to whom my personal data is transferred. (Upon request, you can provide accurate and complementary information / documents for the correction of your personal data that you think is incomplete or incorrect.) (Art. 11/1 (d) of the LPPD). | |
| 6 | I think that the reasons requiring the processing of my personal data have disappeared and within this framework, I request my personal data to be; - Deleted - Destroyed - Anonymised. (Indicate your choice by putting an x sign.) (KVKK art. 11/1 (e)) Name Surname T.R. Identity Number Address Telephone Number E-mail No Subjects to be Requested and Your Choice of Legal Basis 7 I want my personal data (Request No: 5), which I think are incomplete or incorrectly processed, to be corrected by third parties to whom they have been transferred (Art. 11/1 (f) of the LPPD). I request that my personal data (Request No: 5), which I believe to be incompletely or incorrectly processed, be: - Deleted - Destroyed - Anonymised by third parties to whom they are transferred. (Indicate your choice by putting an x sign.) (Art. 11/1 (f) of KVKK) | <input type="checkbox"/> Delete <input type="checkbox"/> Destruction <input type="checkbox"/> Anonymisation |
| 8 | Personal my data exclusively Automatic arising against me by analysing them through systems I object to the result (Art. 11/1 (g) of KVKK) | |
| 9 | Personal my data law contrary as due to processing that I've been of the damage to be remedied demand (KVKK art. 11/1 (h)) | |

D. Please select the method by which you will be notified of our response to your application:

- I want it sent to my address.
- I want it to be sent to my e-mail address. *(We will be able to respond to you faster if you choose the e-mail method).*
- I would like to receive it by hand. *(If it is received by proxy, it must have a notarised power of attorney or authorisation certificate).*

This application form has been issued in order to determine your relationship with our Company, to determine your personal data processed by our Company, if any, and to respond to your relevant application correctly and within the legal period. In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, our Company reserves the right to request additional documents and information (copy of identity card or driving licence etc.) for identification and authorisation. In the event that the information regarding your requests submitted within the scope of the form is not correct and up-to-date or an unauthorised application is made, our Company does not accept any liability for the requests arising from such incorrect information or unauthorised application.

Name and Surname of the Applicant

(Personal Data Owner):

Application Date:

Signature: