

1. GENERAL INFORMATION

Personal data holders (hereinafter referred to as “the **Data Subject**”, “the **Personal Data Subject**”, or “the **Applicant**”) defined in the Law no. 6698 on Protection of Personal Data (hereinafter referred to as “the **Law**” or “the **PPD Law**” are granted certain rights regarding processing of personal data in Article 11 of the Law. Accordingly, by applying to **ERTA ELEKTROMEKANİK İMALAT SANAYİ VE TIC. A.Ş. (“ERTA” or the “Company”)**, the Data Subjects have right to;

- To learn whether any personal data have been/are being processed or not,
- To request information if their personal data have been/are being processed,
- To learn the purpose of personal data processing and whether this data is used for intended purposes,
- To know the third parties to whom the personal data is transferred at home or abroad,
- To request the rectification of the incomplete or inaccurate data, if any; and to request that the third parties to whom personal data have been transferred be notified of the actions performed within this scope,
- To request the deletion or destruction of personal data, if the reasons necessitating personal data processing no longer exist (even if these personal data were processed in accordance with the provisions of the Law and other relevant legislations); and to request that the third parties to whom personal data have been transferred be notified of the actions performed within this scope,
- To object to the result, if the processed personal data have been analysed exclusively by automatic systems and the result of this analysis is not in data subject’s favour,
- To request compensation for the damage arising from the unlawful processing of personal data,

2. MANNER OF APPLICATION

In accordance with the first paragraph of Article 13 of the PPD Law; the applications to be made regarding these rights must be communicated with our Company (“the **Data Controller**”);

- by personal delivery of this original signed form to us, together with a document verifying the identity of the Applicant,
- through a notary public,
- by an email to be sent by the Applicant to an electronic mail address registered with the Company

via one of the methods determined by the Board on Protection of Personal Data (hereinafter referred to as “the **Board**”).

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|---|---|---------------|------------|
|  ERTA ELEKTROMEKANİK İMALAT SAN. ve TIC. A.Ş. | PERSONAL DATA SUBJECT APPLICATION FORM | DOC. NO: | PR-07.03 |
| | | RELEASE DATE: | 23.11.2020 |
| | | REV. NO: | 00 |
| | | REV. DATE: | - |
| | | PAGE NO: | 2 / 3 |

Please find below information on how written applications will be delivered to us;

| Application Method | Application to be sent to | Information required to be included in the mail |
|--|--|--|
| Legally Binding Signature (the Applicant must submit a document authenticating his/her identity) | Ayazaga Mahallesi, Kemberburgaz Caddesi, No:59 Sarıyer/ İSTANBUL | Following statement must be included in your written application: " Information Request within the scope of Personal Data Protection ". |
| Through a notary public | Ayazaga Mahallesi, Kemberburgaz Caddesi, No:59 Sarıyer/ İSTANBUL | Following statement must be written in the notarial document: " Information Request within the scope of Personal Data Protection ". |
| By way of E-mail | kykk@erta.com.tr | Following statement must be written in the 'Subject' section of the e-mail: " Information Request within the scope of Personal Data Protection ". |

3. AS A DATA CONTROLLER, OUR COMPANY'S OBLIGATION TO RESPOND

Your applications delivered to our Company will be replied "as soon as possible and, in any way within not later than 30 (thirty) days" as of the date your application was received by our Company, depending on the nature of your request. Our replies will be delivered in writing or via electronic media in accordance with the provision of Article 13 of the PPD Law. If the requested transaction requires an additional cost, you may be asked to pay a fee as in the fee tariff specified by the Board.

4. CONTACT INFORMATION OF THE APPLICANT (PERSONAL DATA SUBJECT)

Name Surname:

Address:

Phone Number (Mobile No.)

Elektronik Posta Adresi:

5. PLEASE INDICATE YOUR RELATIONSHIP WITH OUR COMPANY

| | |
|--|---|
| <input type="checkbox"/> Former Employee | Years Worked: |
| <input type="checkbox"/> Visitor | Department/Person you Visited: |
| <input type="checkbox"/> Share a resume | Date: |
| <input type="checkbox"/> Supplier/Service Provider | Please indicate the company you work for and your position: |
| <input type="checkbox"/> Other | |

6. PLEASE EXPLAIN IN DETAILS YOUR REQUEST WITHIN THE SCOPE OF THE PPD LAW

7. MARK YOUR CONTACT PREFERENCE FOR OUR RESPONSE

Please send to my mailing address.

Please send to my email address.

I would like to receive by hand (in case of receipt by proxy, a notarised power of attorney must be submitted)

This application form has been drawn up in order to respond your relevant application properly and within the statutory term, by determining your relationship with our Company, and by precisely determining your personal data processed by our Company (if any). In order to avoid any legal risk which may arise due to unlawful and unfair data share, in particular to ensure security of personal data, our Company reserves its right to request additional documents or information (identity card, etc.) to verify identity and authority. In case that the information related with your request contained in the application form is not true and/or upto-date, our Company assumes no responsibility for any claims that may arise due to such misinformation or unauthorised application.

Applicant's (Personal Data Subject's)

Name, Surname :
Date of Application :
Signature :