

PERSONAL DATA SUBJECT APPLICATION FORM GENERAL REMARKS

This form, which we, as Kar Porselen Sanayi Ve Ticaret Anonim Şirketi (hereinafter referred to as **the "Company"**), provided to you, covers all the elements necessary for you to easily exercise the application right granted to personal data subjects by Article 11 of the Law No. 6698 on the Protection of Personal Data (hereinafter referred to as **"PDPL"** and/or **"Law"**). Therefore, when exercising your right to apply for your personal data, we kindly ask you to print out and fill out this form and send it to us by one of the methods specified at the end of the form.

A. APPLICANT'S CONTACT DETAILS

Name and Surname	
TR-ID Number	
Phone number	
E-Mail (Please fill in if you want to receive your application result by e-mail)	
Address	

B. PLEASE SPECIFY YOUR RELATIONSHIP WITH OUR COMPANY

(Customer, visitor, business partner, employee candidate, former employee, etc.)

<input type="checkbox"/> Customer	<input type="checkbox"/> Former Employee (please specify) Years I worked for the company :
<input type="checkbox"/> Visitor	
<input type="checkbox"/> Business partner	<input type="checkbox"/> Employee Candidate (please specify) Date of my job application to the company :
<input type="checkbox"/> Supplier	
<input type="checkbox"/> Other:	

C. INFORMATION ON THE SELECTION OF THE RIGHT TO BE EXERCISED BY THE PERSONAL DATA SUBJECT

Preference	Subject
	Is my personal data processed by your company?
	If my personal data is processed by your company, I request information about the processing activity.
	If my personal data is processed by your company, I request information about the purpose of the personal data processing activity and whether the activity is carried out in accordance with the purpose of processing.
	Is my personal data transferred to third parties at home or abroad? If my personal data is transferred, I request information about third parties.
	<p>I believe that my personal data is incomplete or incorrectly processed by your Company and I request correction.</p> <p>Upon request, the following information and documents should be forwarded to us:</p> <ul style="list-style-type: none"> • The content of your personal data that you think is incomplete or incorrect and that you want to be corrected, • Documents showing accurate and complementary information of your personal data.
	<p>I request that the reasons for the processing of my personal data have disappeared, therefore my personal data be</p> <p><input type="checkbox"/> Deleted</p> <p>or</p> <p><input type="checkbox"/> Subject to anonymisation</p> <p>Upon request, explanatory information/documentation on why you think the reasons for processing your personal data are not available should be forwarded to our Company.</p>
	<p>If my personal data is processed incompletely or incorrectly by your Company, I request that third parties to whom my personal data is transferred be notified of this situation.</p> <p>Upon request, the following information and documents should be submitted to our Company:</p> <ul style="list-style-type: none"> • The content of your personal data that you think is incomplete or incorrect and that you want to be corrected, • Documents showing accurate and complementary information of your personal data.
	<p>If the reasons requiring the processing of my personal data have disappeared, I request that this situation be notified to third parties to whom my personal data has been transferred.</p> <p>Upon request, explanatory information/documentation on why you think the reasons for processing your personal data are not available should be forwarded to our Company.</p>
	<p>I object to the result arising against me as a result of analysing my personal data processed by your Company exclusively through automated systems.</p> <p>Upon request, the information/document explaining the result against you should be forwarded to our Company.</p>

	I demand compensation for the damage I have suffered due to unlawful processing of my personal data. Upon request, information/document explaining the damage you have suffered should be forwarded to our Company.
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D. PLEASE SPECIFY YOUR REQUEST REGARDING YOUR PERSONAL DATA IN DETAIL

(Please send the above mentioned information/documents separately)

REMARKS:

E. APPLICATION RESULT NOTIFICATION METHOD

(Please select the method by which the reply will be sent to you)

- I'd like it to be sent to my address.
 I'd like it to be sent to my e-mail address.
 I'd like to pick it up in person.

(In case of delivery by proxy, a notarised power of attorney or authorisation certificate is required)

F. METHODS TO SUBMIT THE APPLICATION FORM

- By applying to us personally, delivering to "Akse Mahallesi 538 Sk. No:1 41420- Çayırova/KOCAELİ" by writing "Personal Data Protection Law Information Request" on the envelope or;
- by signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and by writing "Personal Data Protection Law Information Request" in the subject section of the e-mail and sending it to the KEP address "karporselen@hs01.kep.tr".

G. ALL APPLICANTS MUST COMPLETE THIS SECTION

(We emphasise that legal and criminal sanctions may be imposed for unlawful statements)

I hereby declare that all the information provided by me in this application form is correct; I accept that the Company has the right to request additional information and documents (copy of identity card or driver's licence etc.) for identification and authorisation in order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of my personal data.

Data Subject's

Name and surname :

Application Date :

Signature :

(If you are applying on behalf of someone else, please send the documents showing that you are authorised to apply (such as a document showing that the personal data subject is the parent/guardian, power of attorney, etc.) with your application)

INFORMATION ON THE RIGHT OF APPLICATION OF THE PERSONAL DATA SUBJECT

1. APPLICATION RIGHT OF THE DATA SUBJECT

- **Scope of the Right of Application**

Pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data, you have the right to request the following issues by applying to us as data subjects:

- (1) To learn whether your personal data is being processed,
- (2) To request information if your personal data has been processed,
- (3) To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- (4) To learn the third parties to whom your personal data are transferred domestically or abroad,
- (5) To request correction of your personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred,
- (6) Although it has been processed in accordance with the provisions of the PDP Law and other relevant laws, in the event that the reasons requiring its processing

disappear, to request the deletion, destruction or anonymisation of your personal data and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred,

(7) To object to the occurrence of a result to your detriment by analysing the processed data exclusively through automated systems,

(8) In case you suffer damage due to unlawful processing of your personal data, to demand the compensation of the damage.

- **Cases Excluded from the Scope of the Right of Application**

Pursuant to Article 28 of the PDPL, it is not possible for personal data subjects to assert their rights on the following issues, since the following cases are not covered by the PDPL:

(1) Processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that it does not violate national defence, national security, public security, public safety, public order, economic security, privacy of private life or personal rights or does not constitute a crime.

(2) Processing of personal data for purposes such as research, planning and statistics by anonymising them with official statistics.

(3) Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations that have been assigned and authorised by law to ensure national defence, national security, public safety, public order or economic security.

(4) Processing of personal data by judicial authorities or enforcement authorities in relation to investigation, prosecution, judgement or execution proceedings.

Pursuant to Article 28/2 of the PDPL, it is not possible for personal data subjects to assert their rights, except for claiming compensation for damages in the cases listed below:

(1) Processing of personal data is necessary for the prevention of crime or for criminal investigation.

(2) Processing of personal data made public by the personal data subject himself/herself.

(3) Personal data processing is necessary for the execution of supervisory or regulatory duties and for disciplinary investigation or prosecution by public institutions and organisations and professional organisations in the nature of public institutions, which are authorised by the law.

(4) the processing of personal data is necessary for the protection of the economic and financial interests of the State in relation to budgetary, tax and financial matters.

2. FINALISATION OF APPLICATIONS

In accordance with Article 13 of the PDPL, in the event that personal data subjects submit their requests regarding their personal data to us in writing (with wet signature or e-signature replacing wet signature) or by other methods determined by the Personal Data Protection Board, the request is finalised by us as the data controller as soon as possible and within thirty (30) days at the latest, depending on the nature of the request.

In order to ensure the security of the data, we may request information from the applicant to determine whether the applicant is the owner of the personal data subject to the application. In addition, in order to ensure that the application of the personal data subject is finalised in accordance with the request, the personal data subject may be asked a question regarding his/her application.

In cases where the application of the data subject is likely to prevent the rights and freedoms of other persons, requires disproportionate effort, the information is public information, the request may be rejected by us by explaining the reason.