



## DATA OWNER APPLICATION FORM

### 1. General Information

Personal Data Protection Law no. 6698 (“PDP Law”) has granted personal data owners the rights to learn whether their personal data are processed, to request information if their personal data are processed, to learn the purpose of processing the personal data and whether they are used in compliance with the respective purpose, to know the third persons to whom their personal data are transferred at home or abroad, to request correction if their personal data are processed in incomplete or inaccurate manner, and request that the third parties such data are transferred to are informed on the transactions within this scope, to request deletion, disposal or anonymization of personal data if the reasons for processing are eliminated although they are processed in accordance with the provisions of Law no. 6698 and other related laws, and request that the third parties such data are transferred to are informed on the transactions within this scope, to object to any unfavorable circumstances arising from the analysis of personal your data exclusively by means of automated systems, and to claim for damages if they suffer loss as their personal data are not processed in accordance with law.

As per the first subclause of Article 13 of Personal Data Protection Law, any applications to Teknpanel Çatı ve Cephe Pan. Ürt. San. ve Tic. A.Ş. (hereinafter referred to as “Company”) as a data controller should be submitted with this Data Owner Application Form in written or other methods determined by Personal Data Protection Board (“Board”).

### 2. Method of Application

For applications within this scope, this form may be printed and submitted to our Company in written as follows:

- Application of the applicant in person,
- Notification via public notary,
- With the Applicant’s “secure electronic signature” as defined in Electronic Signature Law no. 5070,

and sending to our Company’s registered electronic mail address. Written application channels and information to be specified while submitting applications are given in the table below.

Method of Application	Application Address	Information to Be Specified While Submitting Applications
Application in person (the applicants submit their application in person with a document certifying their identity)	Mersin – Tarsus Organize Sanayi Bölgesi 7. Cad. No: 10 Akdeniz/Mersin	“Request for Information within the Scope of Personal Data Protection Law” shall be written on the envelope

Notification via public notary	Mersin – Tarsus Organize Sanayi Bölgesi 7. Cad. No: 10 Akdeniz/Mersin	“Request for Information within the Scope of Personal Data Protection Law” shall be written on the notification envelope
By Registered Electronic Mail (REM) with “Secure Electronic Signature”	teknopanel@hs03.kep.tr	“Request for Information within the Scope of Personal Data Protection Law” shall be written in the e-mail subject

### 3. Situations Outside the Scope of Application Right

As per Article 28 of PDPL, it is not possible for personal data owners to exercise their application rights as the following situations are outside the scope of PDP Law:

- Personal data are processed for research, planning and statistical purposes by anonymization with official statistics.
- Personal data are processed for the purposes of art, history, literature or science or within the scope of freedom of speech, provided that they do not violate national defense, national security, public safety, public order, economic safety, right of privacy or personal rights or do not constitute a crime.
- Personal data are processed within the scope of preventive, protective and informative activities by public institutions and organizations appointed and authorized by laws for ensuring national defense, national security, public safety, public order or economic safety.
- Personal data are processed by judicial or execution authorities in connection with investigations, proceedings, jurisdiction or execution procedures.

As per subclause 2 of Article 28 of PDP Law, it is not possible to exercise application rights in the following situations, except the right to claim for indemnification of loss:

- Personal data processing is required for prevention of crimes or for criminal investigation,
- Personal data made public by the data owner are processed,
- Personal data processing is required for fulfilment of audit or regulation duties and performance of disciplinary investigations or proceedings by public institutions and organizations appointed and authorized by laws or professional organizations serving as public institutions,
- Personal data processing is required for economic and financial interests of the government in connection with budget, tax and other financial issues.

### 4. Identity and Contact Information

Please fill in the following fields in order that we contact you and verify your identity.

NAME SURNAME	
T.R. ID NO	
ADDRESS	
E-MAIL ADDRESS	

YOUR RELATION WITH OUR COMPANY	<ul style="list-style-type: none"> <li>- Customer</li> <li>- Business Partner/Solution Partner/Consultant</li> <li>- Personnel</li> <li>- Prospective Personnel</li> <li>- Land Owner</li> <li>- Former Employee</li> <li>- Visitor</li> <li>- Employee of Third Party/Company</li> <li>- Other .....</li> </ul>
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### 5. Subject of Request

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

Your Options for Subject of Request and Legal Basis

No	Subject	Selection
1	Are my personal data processed by your Company?	
2	If my personal data are processed by your Company, I request information on the processing activity.	
3	If my personal data are processed by your Company, I request information on the purpose of processing the personal data and whether they are used in compliance with the respective purpose.	
4	Are my personal data transferred to third persons at home or abroad? If my personal data are transferred, I request information on the third persons.	
5	I think that my personal data are processed in an incomplete or inaccurate manner, and request correction. (The following information and documents should be submitted to our Company upon request: <input type="checkbox"/> Content of your personal data you find missing or incorrect and request for correction. <input type="checkbox"/> Documents showing correct and supplementary details of your personal data.)	
6	I think that the reasons for processing my personal data are eliminated, therefore I request that my personal data are deleted or are made anonymous. (Information/documents explaining your opinions on why the reasons for processing your personal data are not present should be submitted to our Company upon request.)	
7	If my personal data are processed in an incomplete or inaccurate manner, I request that the third parties such data are transferred to are informed within this scope. (The following information and documents should be submitted to our Company upon request: <input type="checkbox"/> Content of your personal data you find missing or incorrect and request for correction.	

	☒ Documents showing correct and supplementary details of your personal data.)	
<b>8</b>	If the reasons for processing my personal data are eliminated, I request that the third parties such data are transferred to are informed. (Information/documents explaining your opinions on why the reasons for processing your personal data are not present should be submitted to our Company upon request.)	
<b>9</b>	I object to unfavorable circumstances arising from the analysis of personal your data exclusively by means of automated systems by your Company. (Information/documents explaining any unfavorable results should be submitted to our Company upon request.)	
<b>10</b>	Other Reasons	

<p>Please specify the details of your request within the scope of Law no. 6698. Information and documents regarding the subject should be attached to the application.</p>

## 6. Our Company’s Method and Duration of Replying Applications

As per Article 13 of PLP Law, our Company shall finalize the application requests of data owner within the shortest time according to the qualified of the request -within 30 (thirty) days at the latest- and free of charge. Moreover, it may charge the data owner based on the tariff determined by the Board if the procedures require additional costs.

For the purposes of ensuring the security of your personal data, our Company may request information from the data owner for determining identity and authority.

The applicant of data owner may be rejected in the following situations:

- (1) It prevents rights and freedoms of other persons
- (2) It requires unproportioned efforts
- (3) The information is open to public
- (4) It puts others’ confidentiality at risk
- (5) One of the situations outside the scope of PDP Law exists

Please state your preference for our Company's notification of its reply to your application

I want it to be sent to my address.	
I want it to be delivered by hand.	
I want it to be sent to my e-mail address.	

In line with my requests above, I request that my application to your Company is assessed and notified to me as per Article 13 of Law no. 6698.

I declare and undertake that the information and documents I submitted to you in this application are correct and up-to-date,

I was informed that your Company may request additional information to finalize my application, and that I might pay the fee determined by the Board if the procedures require additional costs.

Data Owner's/Representative's :

Name and Surname :

Application Date :

Signature :

Contact Information :