

## FORM FOR EXERCISING RIGHTS RELATING TO PERSONAL DATA

Personal Data Subjects ("Applicant"), referred to as the persons concerned in the Personal Data Protection Law No. 6698 ("the PDP Law"), are entitled to exercise various requests regarding the processing of personal data in accordance with Article 11 of the Personal Data Protection Law. The applications regarding to exercise such rights shall be communicated to our Company, acting as a Data Controller pursuant to the Law on Protection of Personal Data, in writing or by other methods determined by the Personal Data Protection Board ("Board").

Your applications that you will deliver us in writing through the following channels shall be finalized within 30 days at the latest and free of charge pursuant to Article 13 of the Personal Data Protection Act. However, if the transaction requires a separate expense, the fee in the tariff determined by the Board may be charged<sup>1</sup>.

### 1. CONTACT INFORMATION OF THE DATA SUBJECT:

Your personal data, which should be communicated under this form, is collected for the purpose of evaluating and finalizing your application and contacting and shall not be subject to data processing for other purposes.

<b>Name, Surname :</b>	
<b>Turkish Republic Personal ID No (Nationality / Passport Number or Identity Number for Foreigners) :</b>	
<b>Mobile Phone No:</b>	
<b>Fax No:</b>	
<b>E-mail Address:</b>	
<b>Registered Address:</b>	
<b>Work Address:</b>	

### 2. PLEASE SPECIFY YOUR RELATIONSHIP TO OUR COMPANY.

Company to apply:	
<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Employee Candidate
<input type="checkbox"/> Other.....	

### 3. REQUEST OF THE DATA SUBJECT:

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<sup>1</sup> No charge shall be applied up to ten pages in case the Data Controller's application shall be replied in writing pursuant to the Communiqué on the Procedures and Principles of Application to the Data Controller published in the Official Gazette dated 10.03.2018 and numbered 30356. A transaction fee of 1 Turkish Lira may be charged for each page above 10 pages. If the request shall be replied via a data storage medium such as CD, flash memory, the fee that may be charged by the COMPANY shall not exceed the cost of the data storage medium.

(Please tick the box next to the statement that suits your request.)

1.	<input type="checkbox"/>	I want to learn whether your company processes my personal data.
2.	<input type="checkbox"/>	If my personal data is processed by your company, I request information about this data processing activity.
3.	<input type="checkbox"/>	If my personal data is being processed at your company, I would like to know the purpose of the personal data processing and whether my personal data is processed pursuant to this purpose.
4.	<input type="checkbox"/>	If my personal data is transferred to third parties at homeland or abroad, I request information about those third parties.
5.	<input type="checkbox"/>	<p>I think my personal data is incomplete or incorrectly processed and I request correction. The following information and documents should be submitted to our Company upon such a request:</p> <ul style="list-style-type: none"> <li>○ The content of your incomplete or incorrect personal data for which you require correction.</li> <li>○ Documents certifying the correct and complementary information of your personal data.</li> </ul>
6.	<input type="checkbox"/>	<p>If my personal data is incomplete or incorrectly processed by your company, I request you to notify any third parties to whom my personal data are transferred about such a situation. The following information and documents should be submitted to our Company upon such a request:</p> <ul style="list-style-type: none"> <li>○ The content of your incomplete or incorrect personal data for which you require correction,</li> <li>○ Documents certifying the correct and complementary information of your personal data.</li> </ul>
7.	<input type="checkbox"/>	<p>Even though my personal data has been processed in accordance with the provisions of the law and other relevant legislation, I request my personal data,</p> <p><input type="checkbox"/>to be deleted or <input type="checkbox"/>to be anonymised in case the reasons that require the processing of my personal data are eliminated. Explanatory information and documents suggesting that the reasons for the processing of your personal</p>

		data have disappeared should be submitted to our Company upon request.
8.	<input type="checkbox"/>	In case the reasons that require the processing of my personal data are eliminated I request you to notify any third parties to whom my personal data are transferred about such a situation. Explanatory information and documents suggesting that the reasons for the processing of your personal data have disappeared should be submitted to our Company upon request.
9.	<input type="checkbox"/>	I think that my personal data processed by your company is analyzed exclusively through automated systems, and I have been adversely affected as a result of this analysis. I object to this results. Supplementary information and documents explaining the adverse result against you should be sent to our Company upon request.

#### 4. EXPLANATION ON REQUEST

(Please elaborate your request under the Personal Data Protection Act. )

#### 5. CHANNELS FOR APPLICATION:

Applications in writing should be to be delivered to our company by any of the following methods upon filling in this form completely and signed by the Applicant.

METHOD OF APPLICATION	APPLICATION ADDRESS	REMARKS
Personally	Dursunköy Mah. Uygur Cad. No:44 34555 Hadımköy - Arnavutköy/İstanbul	The Applicant may apply to the following application address in person with a document certifying his/her identity.
Notifying via a Public Notary		The notification envelope should include the phrase "Information Request within the scope of the Law on Protection of Personal Data".
By Registered Letter		Documents certifying your identity should be included and the notification envelope should include the phrase "Information Request within the scope of the Law on Protection of Personal Data".
Via e-mail signed with a Secure Electronic Signature or Mobile Signature	info@baumerk.com	Mail should be signed by the Applicant with a Secure Electronic Signature or Mobile Signature and the subject line of the e-mail should be "Information Request within the scope of the Law on Protection of Personal Data".
Via Registered E-Mail (REM)	baumerk@hs01.kep.tr	The subject line of the REM should be "Information Request within the scope of the Law on Protection of Personal Data".

**6. PLEASE SPECIFY THE METHOD OF NOTIFICATION FOR YOUR REQUEST TO BE RESPONDED**

- I would like your reply to be notified to my registered address specified in the "**Contact Information of the Applicant**" section.
- I would like your reply to be notified to my e-mail address specified in the "**Contact Information of the Applicant**" section.
- I would like to get the reply personally at hand.

This application form has been designated in order to be able to respond to your request in a timely and legal manner by identifying your relationship with our Company and determining the personal data processed by our Company, if any. Our Company reserves the right to request additional documents and information (copy of your personal identity card or driver's license etc.) for certifying your identity and determining the level of authorization in order to eliminate legal risks that may arise from unlawful and unfair data sharing and particularly to ensure the security of your personal data. In the event that the information related to the request you have submitted within the form is not accurate and up to date or you are unauthorized to submit such an application, our Company shall not assume any responsibility regarding the inaccurate information or unauthorized requests. Our Company may also ask additional questions about the application in order to ensure that the Applicant's application is concluded in accordance with the request.

- I would like you to evaluate and finalize my application pursuant to the Law No. 6698 on Protection of Personal Data within the framework of the above mentioned request(s). I hereby acknowledge, declare and undertake that the information and documents I have provided within this "Form for Exercising Rights Related to Personal Data" are accurate, up-to-date and personally owned.

**Data Subject/Applicant :**

**Signature:**

**Name Surname:**

**Date of Application:**

*If you are applying on behalf of a third person; you are required to submit the documents certifying your authorization to submit such an application issued/approved by the competent authority (document indicating that you are a parent/judicial factor, power of attorney with a specific authorization etc.) together with the application form. These documents are also compulsory in order for our company's response to the application to be received by hand on behalf of a third person.*