Personal Data Application Form

APPLICATION FORM FOR PERSONAL DATA

General Description:

Within the scope of the Law on the Protection of Personal Data No. 6698 ("**Law**"), applications must be made to us by personal data owners ("**Applicant**") according to one of the methods described below with this form within the scope of Articles 11 and 13 of the Law and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller. Duly made applications will be answered within 30 (thirty) days from the date of receipt by us.

Application Methods:

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| --- | --- | --- | --- |
|  | HOW TO APPLY | WHERE TO APPLY | INFORMATION TO BE INCLUDED IN THE APPLICATION |
| 1. WrittenApplication | Wet signed in person or through Notary Public |  | “Information within the scope of the Law on the Protection of Personal Data” on the envelope/notification Request” will be written. |
| 2. Application via Registered Electronic Mail (KEP) | By registered electronic mail (REM) address |  | Subject of the electronic mail to the section “Personal Data Law on Protection of Information Request” will be written.  |
| 3. Application with the Electronic Mail Address in our system | By using your e-mail address registered in our Company's system |  | Subject of the electronic mail to the section “Personal Data Law on Protection of Information Request” will be written.  |
| 4. Application with an Electronic Mail Address that is not in our system | By using your e-mail address that is not in our Company's system, including mobile signature/e-signature |  | Subject of the electronic mail to the section “Personal Data Law on Protection of Information Request” will be written.  |

Applicant's Contact Information

|  |  |
| --- | --- |
| Full Name |  |
| For Turkish Citizens | For foreigners |
| T.R. ID Number |  | Citizenship |  |
| Passport Number or Identification Number  |  |
| Phone Number |  |
| E-mail Address |  |

|  |  |
| --- | --- |
| Address |  |
| Your Relationship with Our Company |  Current Employee | Unit / Position |  |
|  Former Employee  | Date Range/ Position Worked  |  |
|  Employee Candidate | Application Date |  |
|  Subcontractor Employee | Company/ Position |  |
|  Client  |  Visitor  |  Shareholder |
|  Other..............................................................................……………………………………………………………………………………………………................................................................................................................................................................................................................................................................................................ |
| Unit/ Subject of Relationship in our Company |  |
| How Would You Like to Get the Answer? |  Mail to Address  | To E-Mail Address  |  By hand |

**Subject of Request:**

You can write your request regarding personal data by making use of the following.

1. Whether ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. processes personal data about me

I would like to learn.

2. If ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. processes personal data about me; I request information about these data processing activities.

3. If ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. processes personal data about me; I would like to learn the purpose of processing and whether it is used in accordance with this purpose.

4. If my personal data is transferred by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. to third parties at home or abroad; I would like to know these third parties.

5. I think that my personal data is incomplete or incorrectly processed by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. and I want them to be corrected.

6. Although my personal data has been processed by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. in accordance with the provisions of the law and other relevant laws, I think that the reasons requiring its processing have disappeared and within this framework, I request that my personal data be deleted or destroyed.

7. I want my personal data, which I think is incomplete or incorrectly processed by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş., to be corrected by third parties to whom it is transferred.

8. Although my personal data has been processed by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. in accordance with the provisions of the law and other relevant laws, I believe that the reasons for the processing of my personal data have disappeared and within this framework, I request that my personal data be notified to be deleted or destroyed by third parties.

9. I believe that my personal data processed by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. has been analyzed exclusively through automated systems and that as a result of this analysis, a result against me has arisen. I object to this result.

I have suffered damage due to the processing of my personal data by ONPO MADENCİLİK İNŞ.SAN.VE TİC.A.Ş. in violation of the relevant legislation. I request compensation for this damage.

“Your Detailed Request:

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With respect to the above-mentioned requests, I ask that my application to your Company be evaluated in accordance with Article 13 of the Law and that I be informed. I hereby declare and undertake that the information and documents I have provided in this application are correct and up-to-date, that your company may request additional information in order to finalize my application, and that I may be required to pay the fee determined by the Personal Data Protection Board if an additional cost is required.

This form has been issued so that we can respond to your application correctly and in a timely manner. Therefore, it is important that you communicate the requested information in a complete and understandable manner. Our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) in order to determine the identity and authority, and to eliminate the legal risks that may arise due to illegal and unlawful data sharing, and especially to ensure the protection of your personal data. 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 unauthorized application is made, our Company does not accept any responsibility for the requests arising from such incorrect information or unauthorized application or for any problems that may occur during the delivery of our responses to the addresses you specify.

\* In addition, if any, add additional information and documents to this form.

Applicant (Personal Data Owner)

Name-Surname : Application Date : Signature :