

COMİTA MERKEZİ SLOVENYA İSTANBUL MERKEZ ŞUBESİ

APPLICATION FORM TO DATA CONTROLLER

1. General Descriptions

In the Personal Data Protection Law No. 6698 ("KVKK"), the personal data owners defined as the data subject ("Applicant") are granted the right to make a number of requests regarding the processing of their personal data in accordance with Article 11 of the KVKK.

The Application form has been prepared in order to determine your relationship with **Comita Razvoj Projektiranje Proizvodnja In Inzeniring D.O.O. Merkezi Slovenya İstanbul Merkez Şubesi** ("Comita") and to ensure that your personal data processed by **Comita**, if any, is fully identified and that your application can be responded correctly and within the legal period. In order to ensure the security of your personal data and to prevent unlawful data transfer, additional information may be requested by **Comita** for identification and authorization. If the information provided by the Applicant is not accurate and/or up-to-date, or if the requests are unauthorized, the responsibility for this matter lies with the Applicant.

If the Applicant's application is to be responded to in writing, pursuant to Article 7 of the Communiqué on the Principles and Procedures for Application to Data Controller, no fee shall be charged for up to ten pages. For each page above ten pages, a transaction fee of 1 Turkish Lira may be charged. If the response to the application is provided in a recording medium such as CD, flash memory, the cost of the recording medium may be charged.

2. Scope of the Right to Application under Article 11 of the KVKK

The Applicant can apply to **Comita** and make a request in order to:

- 1) Learn if his/her personal data is processed,
- 2) Request information if his/her personal data has been processed,
- 3) Learn the purpose of processing of the personal data and whether they are used for this purpose,
- 4) Learn the third parties to whom his/her personal data is transferred in the country or abroad,
- 5) In the event that his/her personal data is incomplete or improperly processed, request correction and demand notification of the relevant process to the third parties to whom his/her personal data has been transferred,
- 6) Even though the processing has been performed accordance with the KVKK and other relevant legal provisions, if the reasons that require processing have been eliminated, request deletion, destruction or anonymization of his/her personal data and demand notification of the relevant process to the third parties to whom his/her personal data has been transferred,
- 7) Object to the emergence of any result to the detriment of him/her arising from analysis of his/her processed data exclusively by automated systems,

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8) Demand the compensation of the damage in case of loss due to processing of his/her personal data in violation of the law.

3. Application Method

Pursuant to the first paragraph of Article 13 of the KVKK, the applications for these rights must be submitted to us either in writing and signed or by other means stipulated by the Personal Data Protection Board ("Board").

The applications to be made in writing within this framework are delivered to us by printing out this form via;

- Delivery in person by the Applicant himself/herself,
- Notary public,
- Registered electronic mail (REM) address, secure electronic signature, mobile signature, or
- E-mail to be sent by the Applicant from the e-mail address previously notified to us and registered in our system.

Below, information regarding how written applications will be delivered to us, specific to the written application channels, is given.

Application Method	Information to be Specified in Sending Application	Address to Apply
Application in person (application by the applicant coming in person with a document confirming his/her identity)	"Request for information under the Personal Data Protection Law" shall be written on the envelope.	Gürsel Mahallesi İmrahor Cadde No: 29A/51 Kağıthane İstanbul
Notification through notary public	"Request for information under the Personal Data Protection Law" shall be written on the notification envelope.	Gürsel Mahallesi İmrahor Cadde No: 29A/51 Kağıthane İstanbul
Application via Mobile Signature or by E-mail [By using the electronic mail address, which has previously been notified to the data controller by the data subject and which is registered in the data controller's system]	"Request for information under the Personal Data Protection Law" shall be written on the subject section of the e-mail.	istanbul.office@comitagroup.com

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Comita may request additional information to verify the identity of the Applicant in the applications to be made by the Applicant via e-mail and take the necessary measures.

Pursuant to the second paragraph of Article 13 of the KVKK, your applications submitted to us will be responded to in writing or electronic form within thirty days from the date of notification or receipt of your request, depending on the nature of the request.

4. Your Identity and Contact Information

A. Applicant Contact Information

Name	
Surname	
TR ID No / Passport No (if foreigner)	
Telephone	
E-Mail	
Residence or Work Address	

B. Please indicate your relationship with Comita. (Visitor, Customer, Business partner, employee, employee candidate, former employee, third-party company employee, shareholder)

<input type="checkbox"/> Visitor	<input type="checkbox"/> Employee
<input type="checkbox"/> Customer	<input type="checkbox"/> Employee Candidate
<input type="checkbox"/> Business Partner	<input type="checkbox"/> Former Employee
	<input type="checkbox"/> Other
Your contact in our company Unit: Subject:	

5. Subject of the Request

Please specify your request within the scope of KVKK in detail:

Applicant Name Surname:

Signature (if written application):