

PROTECTION OF PERSONAL DATA - APPLICATION FORM

Under Article 11 of the Law on the Protection of Personal Data No. 6698, the data owners have the following rights:

- To find out whether or not their personal data are processed,
- To request information on the procedure, if their personal data have been processed,
- To learn the purpose of the processing of their personal data and whether or not such data are used in accordance with their purpose,
- To obtain information about third parties to whom their personal data has been transferred domestically or abroad,
- To request the correction of personal data that may have been processed incompletely or inaccurately, and to request that the operations carried out within this scope are notified to third parties to whom personal data have been transferred,
- In cases where they have been processed pursuant to the provisions of Law No. 6698 and other relevant laws but the reasons requiring them to be processed are no longer relevant, to request that the personal data be deleted or destroyed and that third parties to whom personal data are transferred also be informed of the transaction executed in this regard,
- To object to the emergence of an outcome which is to the detriment of the relevant person as a result of the analyzing of the processed data solely through automated systems
- To request compensation for any loss suffered in case their personal data are processed unlawfully.

Pursuant to Article 13 of the Law, the data owner may forward their applications to our Company as data controller with regard to these rights in writing or by other means determined by the Personal Data Protection Board.

Accordingly, applications to be lodged with our company must be submitted by obtaining a printout of this Form and by following one of the methods below:

- By application in person by the applicant,
- Through a notary public,
- Sending it to the registered email address of the Company after it is signed by the Applicant with “secure electronic signature” in accordance with Electronic Signature Law No. 5070,
- Using the mobile signature method,
- Via your email address that you have previously conveyed to our Company and registered in our Company's systems, if any.

The contact information for sending written applications to our Company is as follows:

Application Method	Application Address
Application in Person (Application by the applicant personally by submitting a document certifying his/her identity)	Kuleli Cad. No.43 Çengelköy/Üsküdar/İST
Notification through Notary Public	Kuleli Cad. No.43 Çengelköy/Üsküdar/İST
Email via the email address you have previously conveyed to our company and registered in our company's systems	info@sumahan.com

A. Applicant's Details:

Name	
Surname	
Turkish ID No. <i>If you are a foreign national, enter the nationality information and passport number</i>	
Phone Number	
Email (For faster response)	
Address:	

B. Please indicate your relationship with our Company.

Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Business Partner <input type="checkbox"/> Other	
I am Currently an Employee <input type="checkbox"/> I am a Former Employee <input type="checkbox"/> Years of Service:	I Applied for a Job / Sent my Resume <input type="checkbox"/> Date:.....
Other:	I am an employee of a third-party <input type="checkbox"/> company Please specify the name of employing firm and your position:

C. Details on the Selection of the Right to be Used by the Personal Data Owner

(Please tick the box(es) next to the sentences appropriately explaining your request)

<input type="checkbox"/>	I want to know if your company processes my personal data.
<input type="checkbox"/>	If your company processes my personal data, I request information about such data processing activities.
<input type="checkbox"/>	If your company processes personal data about me, I would like to learn the purpose of processing and whether it is used in accordance with the purpose of processing.
<input type="checkbox"/>	If my personal data has been transferred to any third party at home or abroad, I would like to know the identity of such third parties.
<input type="checkbox"/>	I believe my personal data has been processed incompletely or inaccurately, and I request the correction thereof.
<input type="checkbox"/>	I want my personal data to be deleted even if they have been processed in accordance with the provisions of the law and other relevant laws.
<input type="checkbox"/>	I also want my personal data, which I believe have been processed incompletely and incorrectly, to be corrected by the third parties to whom such data has been transferred.
<input type="checkbox"/>	I want my personal data that I requested to be deleted to also be deleted by the third parties to which they were transferred.
<input type="checkbox"/>	I believe that my personal data processed by your company have been analyzed exclusively through automated systems, and, as a result of this analysis, an adverse outcome has arisen against me. I object to this outcome.

D. Please give details about your request under the PDPL:

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E. Please select the type of communication by which you want to receive our response to your application.

- I want it to be sent to my address.
- I want it to be sent to my email address. *(If you choose the email method, we can respond to you faster.)*
- I want it to be delivered to me in person. *(In the case of receipt by proxy, there must be a notarized power of attorney or certificate of authorization.)*

In the case that information pertaining to your requests communicated by you in the form is not correct or up-to-date, or if an unauthorized application has been made, our Company does not assume liability for requests based on such incorrect information or unauthorized applications.

Applications delivered to us under Article 13 of the Personal Data Protection Law will be replied to as soon as possible after the date on which they are delivered by one of the methods specified above, depending on the nature of the request.

Relevant Person Who Made the Application (Data Subject)

Name and Surname:

Application Date:

Signature:

*As per the Communiqué on Procedures for Application to Data Controller, the relevant person must fill in all fields containing the necessary identifying information specified in the "A" section, in full, along with the other fields of the form, and clearly state their request.
Otherwise, the application will be considered invalid.*