

APPLICATION FORM

The principles concerning the processing of your personal data by Tos Turkey Danışmanlık Ltd. Şti. (“**Company**”) as the data controller based in “Barbaros Mah. 5330 Sok. No:8/1 K:4 D:8 Bornova İzmir” in accordance with the European Union General Data Protection Regulation (“**GDPR**”), Turkish Law on Protection of Personal Data no. 6698 (“**Law**”) and other applicable legislation are provided in detail in this Disclosure Text.

I. PURPOSE

Use this form,

- a) to learn whether your personal data are being processed or not,
- b) to request information if your personal data have been processed,
- c) to obtain information on the purpose of processing and find out whether your personal data are used for intended purposes or not,
- d) to learn the domestic or international third parties that the personal data is transferred to,
- e) to request the rectification of the incomplete or inaccurate data,
- f) to request deletion / destruction of your personal data in accordance with the conditions set forth by Article 7 of the Law,
- g) to request notification of the actions taken with regards to indents abovementioned (e) and (f) to third parties to whom personal data have been transferred,
- h) to object to occurrence of any detrimental result by the analysis of personal data exclusively through automated systems,
- i) to request compensation for the damages due to unlawful processing of personal data.

II. APPLICATION PROCESS

Our Company fulfills your requests free of charge, as soon as possible and within thirty days at the latest in accordance with the nature of the claim. However, if the action taken on the request requires additional cost, a fee maybe charged. Our company can accept and process the request or reject the request in writing by explaining its reason. If the application is made due to our Company’s fault, the collected fee will be returned to the Data Subject.

III. APPLICATION CONTENT

The information that you have provided should be correct and up-to-date. Our Company is not liable for the requests that may arise due to incorrect or incomplete information or unauthorized application. Our Company reserves the right to request further information and documents (copy of identity card or driver’s license etc.) for identification in order to ensure data security.

IV. EXCEPTIONS

Since the matters mentioned below are excluded from the Law, requests on such matters can't be made.

- a) Processing of personal data by real persons in the course of a purely personal or household activity, provided that obligations relating to data security are complied with and data is not transferred to third parties.
- b) Processing of personal data for the purposes such as research, planning and statistics through official statistics or anonymization.
- c) Processing of personal data for the purposes of art, history, and literature or science, or within the scope of freedom of expression, provided that national defense, national security, public safety, public order, economic safety, privacy of personal life or personal rights are not violated
- d) Processing of personal data within the scope of preventive, protective and intelligence-related activities by public institutions and organizations who are assigned and authorized for providing national defense, national security, public safety, public order or economic safety.
- e) Processing of personal data by judicial authorities and execution agencies regarding investigation, prosecution, adjudication or execution procedures.

As to the matters below, it is only possible to claim damages.

- a) Processing of personal data is necessary for prevention of crime or investigation of a crime
- .b) Processing of personal data disclosed by the data subject herself/himself.
- c) Processing of personal data is necessary, deriving from the performance of supervision or regulatory duties, or disciplinary investigation or prosecution by assigned and authorized public institutions and organizations and professional organizations with public institution status.
- d) Processing of personal data is necessary for the protection of economic and financial interests of the State related to budget, tax, and financial matters.

V. Application Procedure

As explained above, you can lodge an application by submitting it to our Company's headquarters based in "Barbaros Mah. 5330 Sok. No:8/1 K:4 D:8 Bornova İzmir" via registered letter or by individually handing out the form.

VI. Contact Details

| | |
|----------------------|--|
| Name Surname: | |
|----------------------|--|

| | | | |
|-------------------------|--|--------------------------|--|
| Identity Number: | | Cellphone Number: | |
| E-mail address: | | Landline Number: | |
| Address: | | | |

VII. TALEP VE İSTEKLER

| Your Current Status | |
|---|---|
| <input type="checkbox"/> Employee <input type="checkbox"/> Former Employee <input type="checkbox"/> Consultant | <input type="checkbox"/> Visitor <input type="checkbox"/> Other: |
| The department that you are in contact within our Company: | |

| Your request | | |
|---------------------|--|--|
| 1 | Are my personal data being processed by the Company? | |
| 2 | Which methods are used to process my personal data? | |
| 3 | For what purpose are my personal data being processed? | |
| 4 | Is my personal data being transferred to domestic/international third parties? | |
| 5 | I request the rectification of my below-mentioned personal data. <i>(You should clearly explain all the details about the data that are requested be rectified and include documents that specifies the correct and complementary data.)</i> | |

| | | |
|----|---|--|
| 6 | I request the deletion of my below-mentioned personal data. <i>(You should include the reasons.)</i> | |
| 7 | I request the anonmization of my below-mentioned personal data. <i>(You should include the reasons.)</i> | |
| 8 | I request the below-mentioned persons to be notified regarding my rectification and/or anonymization requests. | |
| 9 | I object to occurrence of any detrimental result by the analysis of personal data exclusively through automated systems, It is necessary to determine which data the request is related to and also the reasons and the possible detrimental result must be clearly stated.) | |
| 10 | I request compensation for the damages due to the unlawful processing of my personal data. <i>(The damage should be proven by providing sufficient facts and documents.)</i> | |

EXPLANATIONS:

How to be notified of the response to your application?

- Mail the response to my address mentioned above.
- Send the response to my e-mail address mentioned above.
- I want to receive it in person. (A representative may only receive the response by presenting a notarized power of attorney or authorization certificate.

Data subject
Name- Surname
Date- Signature