

## ELELE DÖŞEME SANAYİ VE TİCARET A.Ş. INFORMATION ON THE APPLICATION

### WHAT RIGHTS CAN YOU USE?

Data subjects have right to:

- Learn whether her/his personal data have been processed;
- Request information as to processing if her/his data have been processed;
- Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose;
- Know the third parties in the country or abroad to whom personal data have been transferred;
- Request rectification in case personal data are processed incompletely or inaccurately;
- Request deletion or destruction of personal data within the framework of the conditions set forth under article 7;
- Request notification of the operations made as per indents (d) and (e) to third parties to whom personal data have been transferred;
- Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems;
- Request compensation for the damages in case the person incurs damages due to unlawful processing of personal data.

### BAŞVURUDA DİKKAT EDİLECEK HUSUSLAR NELERDİR?



- Applications must be submitted in Turkish. This document is only use for informative purposes and if there is an conflict between the Turkish document and its English translation, Turkish document will be taken into consideration.
- The application form must be filled completely and accurately.
- The requests in the application form must be clear and understandable.
- Depending on the nature of the request, the required information and documents must be submitted in a complete and accurate manner.
- Each page of the form must be signed in written applications.
- Whether the application form is to be sent in a closed envelope or electronically, the subject part of the e-mail shall include the title of "Personal Data Information Request".

In the event that the above matters are not taken into consideration or the information and documents requested by our Company are not provided by you, it will not be possible to evaluate and finalize your request since it is not properly communicated. Therefore, our Company cannot be held responsible for any disputes that may occur.

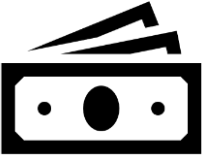
### RESPONSE PERIOD



Applications submitted to us will be finalized free of charge within thirty (30) days from the date of receipt of your request and will be sent to you in writing or electronically as soon as possible according to the nature of your request. However, if the process requires additional costs, you may be charged according to the fee tariff announced by the Personal Data Protection Authority.

### APPLICATION FEE

The processing and finalization of applications is essentially free. However, if the transaction requires a separate cost, the fee determined by the Board may be requested by you.



According to fee tariff published by the Board:

- If the application is answered in writing, there is no fee for 10 (ten) pages. 1 Turkish Lira transaction fee may be charged for each page above 10 (ten) pages.
- If the answer to the application is given in a recording medium such as CD, flash memory, the cost of the fee recording medium that can be requested by our Company may be requested.



## APPLICATION FORM

Hereby this application form has been issued to detect you relate with our Company and to determinate your complete personal data that being process by our Company if there is any and to respond your application properly and within the legal period. Our Company reserves the right to request additional document and information (such as ID or driving license) to determinate the identity and the authority for the purposes of in order to dispose the legal risks that might associated with data sharing in an illegal and unjustified way and particularly to assure the safety of your personal data. In the event of an unauthorized application or inaccurate and out of date information about your requests under the form, our company accepts no liability for the inaccurate information or unauthorized applications in question.

Please fill in the blanks below correctly and completely.

### A) APPLICANT'S INFORMATION

Pursuant to the article 5 of the Communique on the Principles and Procedures for Fulfilment of Information Obligation which is published in the Official Gazette with the journal number of 30356 on March 10, 2018, the following information is required:

<b>Name - Surname</b>	
<b>ID Number</b>	
<b>Passport No. (if the applicant is foreigner)</b>	
<b>Phone Number</b>	
<b>E-mail</b>	
<b>Address (the residence address or work address that the notification)</b>	
<b>Fax</b>	

### B) APPLICANT'S RELATIONSHIP WITH OUR COMPANY:

Please mark your relationship with our company and fill in the relevant fields.

No	Relationship with Our Company	Marking Area	The person/you are in connection within our company
1	Employee		
2	Former Employee		
3	Job Application Candidate		
4	Customer		
5	Supplier		
6	Employee of the Third Party		
7	Potential Product/Service Buyer		
8	Visitor		
9	Other		



**C) DEMANDS OF THE APPLICANT UNDER THE TURKISH PERSONAL DATA PROTECTION (“TPDP”):**

No	Subject of Demand	Legal Basis	Choice
1	I would like to learn if your company processes the personal data that concerns me.	TPDP a. 11/1-a	
2	If your company processes personal data that concerns me, I demand information on data processing activities.	TPDP a. 11/1-b	
3	If your company processes personal data that concerns me, I demand to learn the purpose of the processing and that the processing is relevant with the purpose.	TPDP a. 11/1-c	
4	If the personal data that concerns me is being transferred to third parties in domestic or abroad, I demand to learn these third parties.	TPDP a. 11/1-ç	
5	I am thinking that my personal data has been processed incomplete or incorrect and I demand these to be corrected.	TPDP a. 11/1-d	
6	Despite the fact that my personal data processed is in accordance with the provisions of the law and other relevant laws, I think the reasons of this processing has disappeared and in this context I demand my personal data to be a) Delete b) Destruct c) Anonymize	TPDP a. 11/1-e	
7	I demand my personal data that I think has been processed incomplete or incorrect (Demand No-5) to be corrected on site of the third parties to which that data transferred.	TPDP a. 11/1-f	
8	Despite the fact that my personal data processed is in accordance with the provisions of the law, I think the reasons of this processing has disappeared (Demand No-6) and in this context I demand my personal data on site of the third parties to which that data transferred to be a) Delete b) Destruct c) Anonymize	TPDP a. 11/1-f	
9	I think, my personal data that processed by your company is exclusively analyzed by automated systems and as a result of this analyze, the conclusion is against my own. I object to this result.	TPDP a. 11/1-g	
10	I incurred losses because of my personal data has been processed illegally. I demand compensation for this loss.	TPDP a. 11/1-ğ	

**D) EXPLANATIONS ON DEMANDS OF THE APPLICANT UNDER THE TPDP:**

Please explain your demand.

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**E) APPLICATION PROCEDURE**

Pursuant to the article 5 of the Communiqué on the Principles and Procedures for Fulfilment of Information Obligation which is published in the Official Gazette with the journal number of 30356 on March 10, 2018, applications to our company must be submitted in writing or by the methods determined by the Board of Personal Data Protection. Information on application methods to our company is stated below:

Application Method	Application Address	The Information to be Included in the Application
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<u>By Personally</u> <i>(It is the type of application that the application is personally to the Company.)</i>	Işıktepe OSB Mahallesi Ormanlar Caddesi No: 2 Nilüfer/Bursa	Each page of the form must be signed, and the form must be placed in the envelope along with the documents proving the applicant's identity. "Information request under the Turkish Personal Data Protection" should be written on the envelope. The envelope should be delivered to human resources.
<u>Through Public Notary</u>	Işıktepe OSB Mahallesi Ormanlar Caddesi No: 2 Nilüfer/Bursa	Each page of the form must be signed and must sent by registered letter. "Information request under the Turkish Personal Data Protection" should be written on the envelope.
<u>Application via Secure Electronic Signature or Mobile Signature signed by "Registered Electronic Mail" (KEP)</u>	eleledoseme@hs03.kep.tr	"Information request under the Turkish Personal Data Protection" should be written to the e-mail subject.
<u>Application made via your e-mail that notified to our company before and registered in our system.</u>	kvkk@elelefoam.com	"Information request under the Turkish Personal Data Protection" should be written to the e-mail subject.

**F) RESPONSE METHOD:**

Please choose one of the following respond methods.

<b>a.</b>	<b>I want it to be sent to my address.</b>	
<b>b.</b>	<b>I want it to be sent to my e-mail address.</b> <i>(We will be able to respond faster if you choose this method.)</i>	
<b>c.</b>	<b>I want to receive it by hand.</b> <i>(If it is requested to take delivery by power of attorney, it is required to submit notarized power of attorney or authorization certificate.)</i>	

**G-) APPLICANTS DECLARATION**

I, as an Applicant, read the "General Information", "Application Procedure" and "Legal Notice" sections of this Application Form; I hereby certify that I am aware of my rights and obligations within the scope of the PDP Law; and I accept, declare and undertake that all information provided by me for this Application Form is accurate, complete and up-to-date. Based upon this request herein, I kindly request you to provide necessary information to me within the legal response term.

**Applicant's**

**Name - Surname** : \_\_\_\_\_  
**Application Date** : \_\_\_\_\_  
**Signature** : \_\_\_\_\_

*[Please note that the above-mentioned rights shall be exercise only in Turkish, as per Article 4 of the Communiqué on Procedures and Principles of Application to the Data Controller. Therefore, please send the Turkish translation of this document. Thank you for your understanding.]*