

## PERSONAL DATA PROTECTION ACT REQUEST FORM

### GENERAL

Under article 11 of the Protection of Personal Data Act (Statute 6698, “PPDA”), everyone about whom personal data may have been collected (“data owner”, hereinafter “the applicant”) has the right to apply to those who have control of that data (“data controller”) in order to:

- to learn whether his personal data are processed or not,
- to request information if his personal data are processed,
- to learn the purpose of his data processing and whether this data is used for intended purposes,
- to know the third parties to whom his personal data is transferred at home or abroad,
- to demand that corrections be made in any processed personal data that is incomplete or incorrect and, in such cases, also demand that any third parties to whom their personal data may have been transferred be notified of such corrections,
- to demand, even in situations where personal data has been processed in accordance with the provisions of PPDA or other laws, that such personal data be erased or eradicated if the reasons for its processing no longer exist and, in such cases, also demand that any third parties to whom their personal data may have been transferred be notified of such actions,
- to object to the processing, exclusively by automatic means, of his personal data, which leads to an unfavourable consequence for the data owner,
- to request compensation for the damage arising from the unlawful processing of his personal data.

In accordance with PPDA article 13 and with communiques governing principles and procedures pertaining to requests submitted to data controllers that may be published pursuant to that article, any requests that you wish to submit to our company concerning your data-protection rights must be submitted to us in writing or in such other ways as may be determined by the Personal Data Protection Board.

Written requests to our company may be submitted by printing out the form presented below, filling it out, and forwarding it to the company

- Personally by the applicant

or

- Through a notary public.

The ways in which written personal data protection requests may be submitted to our company are summarized below.



- **If the request is being submitted by the applicant in person**, it must be surrendered, together with proof of the applicant's identity, in an envelope marked "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" ("Request for information pursuant to the Protection of Personal Data Act") at the company's Rüzgarlıbahçe Mahallesi Çam Pınarı Sokak No:1 İç Kapı No:16 Beykoz, İstanbul, Turkey address.
- **If the request is being submitted through a notary public**, the envelope containing the request must be marked "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" ("Request for information pursuant to the Protection of Personal Data Act") and delivered to the company's Rüzgarlıbahçe Mahallesi Çam Pınarı Sokak No:1 İç Kapı No:16 Beykoz, İstanbul, Turkey address.

Requests may also be submitted electronically, in which case the form presented below should be printed, filled out, and forwarded by you using a registered electronic mail address (registered email), a secure electronic signature, a mobile signature, or an email address which you have already declared to our company and which has been registered by our company.

**If the request is submitted by registered email**, it should be sent to [colakoglumetalurji@hs02.kep.tr](mailto:colakoglumetalurji@hs02.kep.tr) with a subject line reading "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" ("Request for information pursuant to the Protection of Personal Data Act).

**If the request is submitted from an email address which you have already declared to our company and which has been registered by our company**, it should be sent to [colakoglu@colakoglu.com.tr](mailto:colakoglu@colakoglu.com.tr) with a subject line reading "Kişisel Verilerin Korunması Kanunu Kapsamında Bilgi Talebi" ("Request for information pursuant to the Protection of Personal Data Act").

As required by PPDA article 13/2, requests for information will be responded to taking the nature of the request into account but not later than thirty days of the date on which a request is received by us.



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### The applicant's contact information:

Name: ...

Surname: ...

Turkish identity number: ...

Telephone number: ...

Email address: ...

(Providing an email address will allow us respond to your request more quickly.)

Address of record (residence or place of business) for official communications: ...

**B. Please indicate what your relationship (customer, business partner, employee candidate, former employee, employee of a third-party firm, shareholder, etc.) with our company is.**

- Customer
- Visitor
- Business partner
- Other: ...

**What unit of our company do/did you have dealings with? .....**

**What is/was the subject of those dealings? .....**

- I am a former employee
- My employment dates were:...
- Other: ...
- I submitted a job application / CV.

Date: ...

- I am/was an employee of another company.

Please provide information about your employer and position:



**C. Please describe in detail the nature of your PPDA request:**

**D: Please indicate how you would like us to respond to your request:**

- I want you to send the response to my postal address.
- I want you to send the response to my email address. (This will allow us to respond more quickly.)
- I want the response to be hand-delivered. (If the response is to be surrendered to a legal proxy, the request must be accompanied by a notarized power of attorney or statement of authority.)

This request form has been drawn up to enable our company to determine the nature, if any, of the relationship between you and our company, to completely identify any personal information about you which our company may have processed, and to enable our company to respond to your request correctly and within the legally-mandated period of time. In order both to protect itself against potential legal risks arising from unlawful/unwarranted disclosures of personal information and especially to ensure the security of your personal information, our company reserves the right to demand such additional information and documents (such as ID card, driver's license, etc.) as may be necessary to correctly establish identities and authorities. In situations where the information about your request that is provided in this form is not correct or up to date or the request is not an authorized one, our company cannot be held responsible for any losses that may be sustained on account of such incorrect information or unauthorized requests.

Applicant (Personal Data Owner)

Name & Surname:

Request Date:

Signature:

