

INFORMATION LETTER ON APPLICATIONS TO DATA CONTROLLERS BY DATA SUBJECTS UNDER THE PERSONAL DATA PROTECTION LAW

The rights of natural persons whose personal data are processed in accordance with Article 11 of the PDP Law are as follows;

- ✓ To learn whether or not their personal data have been processed,
- ✓ If processed, to request information about such processing,
- ✓ To inquire the reason for why their personal data are processed and whether or not their data have been used for the intended purposes,
- ✓ To learn whether personal data is transferred domestically or abroad and if transferred, and to know the third parties to whom personal data is transferred, if it is transferred,
- ✓ To request correction if there is anything incomplete or incorrect regarding their personal data, and if the data have already been transferred to third parties, to request notification of the operations carried out within this scope to third parties to whom their personal data have been transferred,
- ✓ To request the erasure or destruction of personal data in the event that the reasons for the processing no longer exist, despite being processed in compliance with the provisions of this Law and other relevant laws, and to request the notification of operation carried out within this scope to third parties to whom the personal data have been transferred,
- ✓ To object to the processing, exclusively by automatic means of his/her personal data, which leads to an unfavourable consequence for the data subject,
- ✓ Request compensation for the damage arising from the unlawful processing of his/her personal data.

You can submit your request with a written statement containing your explanations regarding the right you wish to use, by stating which of the rights specified in Article 11 of the PDP Law is related to the use on your request along with the related information for your identification. Your request shall be concluded within the shortest time by taking into account the nature of the demand and at the latest within thirty days and free of charge. However, if process requires additional costs, fees laid down by the Board may be charged. If your request is justified, this fee will be refunded to you.

The requests must be filled in Turkish. In order for your request to be reviewed and replied, your application must include name, surname and signature, if the request is made in writing, for Turkish Citizens, TR identity number; for foreigners, nationality, passport number or identity number, residential and business address subject to the notification, electronic mail address, telephone, fax number subject to notification if available, and subject of demand.

In the application that data subject shall be making according to his/her rights as the owner of personal data and in order to exercise of his/her aforementioned rights and that shall also contain her/his explanations regarding the right that she/he makes use of; it is necessary that the request is clearly and apprehensible outlined and in cases when the subject she/he requests is related to the person or is acting on behalf of someone else, he/she must be specially authorized in this regard and document his/her authority, the application must contain the identity and address information and documents that prove his/her identity must be attached to the application.

We, as a "**Data Controller**" declare that within the scope of PDP Law.