

FORM FOR APPLICATION TO THE DATA CONTROLLER

A. General Explanations

Within the scope of the Law on the Protection of the Personal Data No. 6698 ("KVK"), all individuals are entitled to apply to Zemin Etüd ve Tasarım A.Ş., in its capacity as the data controller, for the inquiries specified below:

- a) To learn whether their personal data were processed or not,
- b) To request information about the processed personal data,
- c) To learn the purpose of processing of personal data and whether they were used in accordance with the purpose,
- d) To know the third persons at home or abroad to whom personal data were transferred,,
- e) To request correction in case of inaccurate or incomplete processing of personal data,
- f) To request deletion or destruction of personal data ex officio or upon request when the reasons requiring processing of personal data pursuant to Article 7 of the KVK Law No.6698 and other relevant laws are no longer applicable under the same law,
- g) To request the processes carried out as per paragraphs (e) and (f) to be notified to third parties to whom the personal data were transferred,
- h) To object to any result against yourself ensuing from the analysis of the processed data exclusively through automatic systems,
- i) To claim any damages resulting from unlawful processing of personal data.

B. Processing of Personal Data provided in the Application

Application to the Data Controller entails processing of applicant's identity and personal data limited and related to management of the application only (Full Name, Turkish Identification Number, Phone Number, E-mail, Address, Signature). Such personal data may only be shared, where required, with the relevant departments/persons and legally authorized entities/bodies as per the nature of the application.

C. Application Method, Address for Application and Information to be included in the Application

C.1.Application in person (Applicant is required to appear in person and apply by providing identification. In case of application by proxy, a notarized power of attorney is required).

The address of company head office for application is Alemdağ Merkez Mah. Reşadiye Cad. No. 69/E Çekmeköy, İstanbul.

The envelope containing the application letter shall read "Request for Information within the Scope of the Law on the Protection of Personal Data".

C.2.Notification via Notary Public

The address of company head office for application is Alemdağ Merkez Mah. Reşadiye Cad. No. 69/E Çekmeköy, İstanbul. The envelope containing the application

letter shall read "Request for Information within the Scope of the Law on the Protection of Personal Data".

C.3. Application via the Company's electronic mail

Application shall be sent to the e-mail address registered in our Company's system, to the address kvkk@zeminas.com.tr and read " Request for Information within the Scope of the Law on the Protection of Personal Data" in the subject line.

C.4. Application via unregistered electronic mail

Application shall be sent to an e-mail address that is not registered in our Company's system, which was previously notified to Zemin Etüd and registered in the data controller's system bearing mobile signature/e-signature, to the address kvkk@zeminas.com.tr and read "Request for Information within the Scope of the Law on the Protection of Personal Data" in the subject line.

D. Applicant's Contact Details

Name:

Surname:

Turkish ID No:

(Passport No)

Phone Number:

E-mail:

(Please specify for faster response.)

Address:

E. Please Specify Your Relation with the Company

Customer

Visitor

Former Employee Term of Employment:

Employee

Job Application / Resume Submission

Third Party Employee

Please specify employer details and position

Other

Date :

Your Point of Contact in our Company:

Subject:

F. Please Specify Your Request within the scope of the KVK Law

Request No :

Subject of Request :

Legal Basis :

Selection (Please mark the relevant Section(s))

I want to learn whether your Company is processing my personal data or not. KVK Law Art. 11/1-a

If your Company is processing my personal data, I want to receive information on such processing. KVK Law Art. 11/1-b

If your Company is processing my personal data, I want to learn the purpose of processing and whether the data is used in line with such purpose. KVK Law Art. 11/1-c

I want to know about any domestic or international third parties to whom my personal data were transferred. KVK Law Art. 11/1-ç

I believe my personal data was processed inaccurate or incomplete, I request its correction. KVK Law Art. 11/1-d

I want my incorrect or incomplete personal data to be corrected by any third parties to whom my personal data were transferred. KVK Law Art. 11/1-f

I believe the reasons requiring processing of my personal data, which were processed in accordance with the Law and other relevant provisions, are no longer applicable and therefore request under KVK m. 11/1-e:

A) Deletion of my personal data

B) Destruction of of my personal data

(Please select one)

I believe the reasons requiring processing of my personal data, which were processed in accordance with the Law and other relevant provisions, are no longer applicable and therefore request under KVK m. 11/1-f the following procedure by the third parties to whom my personal data were transferred:

A) Deletion of my personal data

B) Destruction of of my personal data

I believe my personal data processed by your Company were exclusively analyzed by automated systems, causing disadvantages outcomes to me. I object to such outcome. KVK Law Art. 11/1-g

I've incurred damages due to the illegal processing of my personal data. I claim compensation for such damages. KVK Law Art. 11/1-ğ

Please write a description related to your Request:

H. How Do You Wish to Receive the Response to Your Application?

By mail to my address.

SBy e-mail to my e-mail address.

(Choosing e-mail will enable quicker response.)

Delivery in person.

(Delivery to proxies require notarized power of attorney or letter of authorization).

I. Applicant's Statement

As explained above, I hereby request evaluation of my request and being informed by the Company as per the Law Art. 13. I represent and warrant that the documents and information provided in the application are true, accurate and belong to me.

Applicant's;

Full Name :

Signature :

Application Date :

This application form is issued to provide accurate and timely response to your request as per the relevant law by after establishing your association with our Company and fully identifying your personal data processed by our Company, if any. For the purpose of eliminating the legal risks associated with unlawful and unjust disclosure of personal data and to ensure the security of your personal data, our Company reserves its right to request additional documentation and information (Identity card or driver's license, etc.) for identification. Our Company shall not be liable for any claims associated with any information that is not accurate or up-to-date in the application or for unauthorized applications.