

## PERSONAL DATA SUBJECT APPLICATION FORM

### GENERAL EXPLANATIONS

This Personal Data Subject Application Form (“**Application Form**”) has been prepared for data subjects (hereinafter referred to as “**Applicant**”) to use in their applications to exercise their rights stipulated in Article 11 of the Personal Data Protection Law No. 6698 (“**KVKK**”).

In this respect, first of all, we would like to state that you have the following rights regarding yourself as a personal data subject in accordance with the aforementioned article:

- a) Learning whether personal data are being processed,
- b) Requesting information if your data have been processed,
- c) Learning the purpose of processing and whether used appropriately,
- d) Learning the third parties to whom personal data are transferred in Türkiye or abroad,
- e) Requesting correction if incomplete or incorrectly processed,
- f) Requesting the erasure or destruction of personal data within the framework of the conditions stipulated in Article 7 of Law No. 6698,
- g) Requesting that the actions taken pursuant to subparagraphs (d) and (e) be notified to third parties to whom personal data are transferred,
- h) Objection to a result to the detriment of the person himself/herself, provided that the processed data are analyzed exclusively through automated systems,
- i) Claiming compensation for damages in case of damage due to unlawful processing of personal data.

If you have a request pursuant to Article 11 of the Law, please notify us, **GÜNER KUZU CONSTRUCTION INDUSTRY AND TRADE INC.**, by filling in the information below and submitting your request.

In this respect, applications to be made to the Company “in writing” may be submitted to us by printing out this form and using the following methods:

- By personal application of the applicant,
- Through a notary public,
- Sending to the Company's registered e-mail address by signing it with the “secure electronic signature” defined in the Electronic Signature Law No. 5070 by the applicant.

Information on how the applications will be sent to us are as follows:

APPLICATION PROCEDURE	APPLICATION ADDRESS	REQUIRED INFORMATION
<b>In Person Application (Applicant presenting himself/herself in person and providing documents certifying his/her identity)</b>	Bayraktar Mah. Suna Sok. No:3 G.O.P. / Çankaya / ANKARA	"Information request within the scope of the Personal Data Protection Law" will be written on the envelope.
<b>Notification Through Notary Public</b>	Bayraktar Mah. Suna Sok. No:3 G.O.P. / Çankaya / ANKARA	"Information request within the scope of the Personal Data Protection Law" will be written on the notification envelope.
<b>Application via Registered Electronic Mail (KEP) by signing with "Secure Electronic Signature"</b>	gunerkuzuinsaat@hs02.kep.tr	"Information request within the scope of the Personal Data Protection Law" will be written in the subject section of the e-mail.
<b>Application by electronic mail</b>	info@gunerkuzu.com	"Information request within the scope of the Personal Data Protection Law" will be written in the subject section of the e-mail.

Your applications sent to us will be answered within thirty days from the date of receipt of your request, depending on the nature of the request, in accordance with paragraph 2 of Article 13 of the KVKK. Our responses will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the relevant KVKK.

**APPLICANT'S INFORMATION**

Name and Surname :

TR Identity No. :

Phone Number :

E-mail :

Relation with our Company : Employee ☐ Customer ☐ Supplier ☐Business Partner ☐ Visitor ☐ Employee Candidate ☐Former Employee ☐ Others ☐**DETAIL OF APPLICANT'S REQUEST** (*Please explain your request in detail*)

Please select how you would like to be notified regarding our response to your application:

☐ I want it to be sent to my address.

☐ I want to receive it by email.

*(We will be able to respond to you faster if you choose this option.)*

☐ I want it to be sent to my KEP address.

☐ I want to receive it in person.

*(In case of receiving by proxy, a notarized special authorized power of attorney or authorization certificate is required)*

This Application Form has been prepared in order to determine your personal data processed by the Company in full and to respond to your relevant application accurately and within the legal period.

In order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, the Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization.

In the event that the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or an unauthorized application is made, the Company does not accept any responsibility for the requests arising from such incorrect information or unauthorized application. The Company reserves the right to charge a reasonable fee in accordance with the legislation in the event that more effort than usual is required to investigate or respond to the application.

**Applicant's (Personal Data**

**Subject) Name and Surname :**

**Application Date :**

**Signature :**