

ATA HOLDİNG ANONİM ŞİRKETİ
DATA SUBJECT APPLICATION FORM

1. Application Method

You may communicate your applications involving your claims regarding your rights listed in Article 11 of the Law on Personal Data Protection numbered 6698 (the "Law") through one of the methods indicated below by using this form pursuant to Article 13 of the Law and Article 5 of the Communiqué on Principles and Procedures of Filing Application with the Data Controller.

	METHOD OF APPLICATION	ADDRESS FOR APPLICATION	INFORMATION TO BE GIVEN IN THE APPLICATION
1. Application in Writing	Application in person containing wet signature or through Notary Public	Dikilitaş Mah. Emirhan Cad. Atakule No: 109/A K:10 34349 Beşiktaş, İstanbul	The note "Request for Information under Personal Data Protection Law" will be written on the envelope/notice.
2. Application Via Registered Electronic Mail (KEP)	by using registered electronic mail (KEP) address	ataholding@hs02.kep.tr	The note "Request for Information under Personal Data Protection Law" will be written in the subject part of the e-mail.
3. Application Via Electronic Mail Address Available in Our System	by using your electronic mail address registered in our Company's system	kvkk@ataholding.com.tr	The note "Request for Information under Personal Data Protection Law" will be written in the subject part of the e-mail.
4. Application Via Electronic Mail Address Not Available in Our System	by using your electronic mail address which is not available in our Company's system, including mobile signature/e-signature	kvkk@ataholding.com.tr	The note "Request for Information under Personal Data Protection Law" will be written in the subject part of the e-mail.

2. Your Identity and Contact Data

Please fill in the below spaces in order for us to be able to contact with you and verify your identity:

Name-Surname		
Turkish Identification No: For citizens of other countries, Passport Number or Identity Number:		

Residential Address /Workplace Address to Form Basis for Notification:		
Mobile Phone:		
Telephone No:		
Fax Number:		
E-mail Address:		

3. Your Relationship with our Company

Your Relationship with our Company	Customer	<input type="checkbox"/>	Employee	<input type="checkbox"/>
	Former Employee	<input type="checkbox"/>	Other (Please specify)	<input type="checkbox"/>

4. Subject of Request

<p>Please write your request relating to your personal data. Information and documents related with the subject should be attached to the application.</p>

5. Please Choose the Method for the Response to be Sent to You

I prefer the response to be sent to my mail address which I provided in Section 2.

I prefer the response to be sent to my electronic mail address which I provided in Section 2.

I prefer the response to be sent to my fax number which I provided in Section 2.

In line with my requests I have indicated above, I kindly request you to evaluate my application filed with your Company pursuant to Article 13 of the Law and give information to me.

I declare and undertake that the information and documents which I provided to you in this application are correct and up-to-date, and that your Company may request additional information in order to be able to finalise my application, and that I have been enlightened about the fact that, in case it requires any additional cost, I may be required to pay the fee designated by the Personal Data Protection Board.

Data Subject Filing the Application

Name-Surname :
Date of Application :
Signature/Approval :

ATA HOLDİNG ANONİM ŞİRKETİ DATA SUBJECT APPLICATION PROCESS ENLIGHTENMENT NOTE REGARDING PROCESSING OF PERSONAL DATA

Pursuant to the Personal Data Protection Law numbered 6698 (the “**Law**”), your personal data may be processed by Ata Holding A.Ş. (the “**Company**”) in its capacity as data controller within the scope explained below.

Purposes for Which Personal Data Will be Processed

Your personal data will be processed within the scope of personal data processing terms and purposes explained in Article 5 of the Law for below purposes (“**Purposes**”).

- Making evaluations on applications which you have submitted to the Company within the scope of exercise of your rights set out in Article 11 of the Law with respect to your personal data processed by our Company, and finalising them and performing the necessary actions within this framework,
- Keeping of your records regarding the applications you have submitted to the Company for the general limitation period in order to serve as evidence in potential future disputes,
- Follow-up and execution of legal procedures,
- Fulfilling the claims by governmental authorities and giving information to authorised institutions as required under the legislation.

To Whom and For What Purposes the Processed Personal Data May be Transferred

Your personal data that are collected in line with the fulfilment of the Purposes indicated above may be transferred to our attorneys and advisors from whom we receive legal consultancy services within the scope of our legitimate interests; to our suppliers in relation to your application; to the relevant parties to whom personal data have been transferred pursuant to Article 11(1)(f) of the Law in limitation with the notice to be served, if you have made such a request within the scope of the procedure of correction / destruction; to governmental entities authorised by law including Personal Data Protection Authority for purposes of creation, exercise and protection of a right and within the scope of fulfilment of our legal obligations and to private persons authorised by law within the framework of conditions concerning personal data processing set forth in Article 5 of the Law in compliance with the rules concerning transfer of personal data set out in Article 8 of the Law.

Method of and Legal Grounds for Collection of Personal Data

Your personal data are collected through application form, your petitions and e-mail which you send through electronic and physical means within the scope of fulfilment of Purposes set out above.

Your personal data are collected and processed by our Company based on conditions of personal data processing as set out in Article 5 of the Law for purposes and legal grounds described below.

Based on the legal grounds of being explicitly envisaged in the Laws and being compulsory in order for the data controller to be able to fulfil its legal obligation;

- Making evaluations on applications which you have submitted to the Company within the scope of exercise of your rights set out in Article 11 of the Law with respect to your personal data processed by our Company, and finalising the same and performing the necessary actions within this framework in compliance with the legislation,
- Keeping of your applications regarding the applications you sent to the Company for the general limitation period in order to serve as evidence in potential future disputes,

- Fulfilling the claims by governmental authorities and giving information to authorised institutions as required under the legislation.

With the condition not to cause damage to the fundamental rights and freedoms of the data subject, based on the legal grounds of data processing being compulsory for legitimate interests of data subject;

- Follow-up and performance of legal procedures.

Rights of the Data Subject Listed in Article 11 of the Law

We notify you that you have the following rights in relation to your personal data pursuant to Article 11 of the Law:

- to learn whether your personal data have been processed or not,
- to request information if your personal data have been processed,
- to learn the purpose of processing of your personal data and whether they were used in compliance with the purpose,
- to learn about the third persons to whom your personal data have been transferred within the country or abroad,
- to request correction of your personal data if your personal data have been deficiently or wrongly processed, and to request that the actions performed within this scope should be notified to third persons to whom your personal data were transferred.
- Although having been processed in compliance with provisions of the Law and other relevant legislation, to request the deletion or destruction of your personal data, if the reasons that required processing are no longer available, , and to request that the procedure within this scope is notified to third persons to whom the personal data have been transferred
- to object to obtainment of a result to your disadvantage through analysis of processed data exclusively through automatic means
- to request indemnification for damages if you incur damage due to unlawful processing of personal data

If you communicate your request in relation to the rights indicated above, our Company will finalise the relevant request within the shortest possible time and within at the latest thirty days depending on the nature of the request, free of charge. However, if the procedure requires any additional cost, fee may be charged by our Company according to the tariff designated by the Personal Data Protection Board.