**NG KÜTAHYA SERAMİK PORSELEN TURİZM A.Ş. (NG PHASELIS BAY)**

**APPLICATION FORM UNDER THE LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA**

The **Law No. 6698 on the Protection of Personal Data** (the “**LPPD**”) accords the following rights to personal data subjects, identified as the “Applicant” (hereinafter referred to as the “**Applicant**”) under the Article 11 of the same law.

* To learn whether your personal data are processed or not,
* To request information if your personal data are processed,
* To learn the purpose of your data processing and whether this data is used for intended purposes,
* To know the third parties to whom your personal data is transferred at home or abroad,
* To request the rectification of the incomplete or inaccurate data, if any and request notification of the operations carried out in respect thereof to third parties to whom his personal data has been transferred,
* Despite being processed under the provisions of this LPPD and other related laws, to request the erasure or destruction of your personal data upon the disappearance of reasons which require the processing and request notification of the operations carried out in respect thereof to third parties to whom his personal data has been transferred,
* To object to the processing, exclusively by automatic means, of your personal data, which leads to an unfavourable consequence for the data subject,
* To request compensation for the damage arising from the unlawful processing of your personal data.

Any application associated with these rights pursuant to the Article 13(1) of the LPPD and the ***Communiqué on the Procedures and Principles of Application to the Data Controller*** must be submitted in writing or by sending an email to **kvkk@ngkutahyaseramik.com.tr**through the e-mail address that has previously been furnished to our Company by you and registered in our Company’s system or other methods to be designated by the **Personal Data Protection Board** (the “**Board**”) in the future.

The written applications to our Company in that regard will able to be submitted through the following delivery methods by printing this form;

* Application in person by the Applicant himself/herself,
* Through a notary public or by registered mail with return receipt,
* In the event of having an email address registered in our company’s systems, application by the Applicant by sending an email to **kvkk@ngkutahyaseramik.com.tr** through that address.

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| **Application Method** | **Address to Where the Application** **Will Be Submitted** | **Information to be Specified While Submitting the Application** |
| Application in person (application in person by the Applicant at the application address with identifying documents)   | **Atatürk Bulvarı Çalca Mah. Eskişehir Yolu 8. Km.** **Merkez/KÜTAHYA**  | The Envelop shall bear the note ~~“~~Information Request Pursuant to the Law on Protection of Personal Law”. |
|  Through notary public  | **Atatürk Bulvarı Çalca Mah. Eskişehir Yolu 8. Km.** **Merkez/KÜTAHYA**  | The Envelop for Notification shall bear the note “Information Request Pursuant to the Law on Protection of Personal Law”. |
| Through a registered e-mail address  | **kvkk@ngkutahyaseramik.com.tr** | The “Subject” section of e-mail applications shall include the note “Information Request Pursuant to the Law on Protection of Personal Law”. |

The following information includes channels regarding how to submit the written application to us:

We shall respond to your request within 30 (thirty) days after receiving your request based on the particulars thereof under Article 13(2) of the LPPD. We shall respond to your request either in writing or in electronic media under Article 13 of the LPPD.

**A. Applicant’s Contact Information**

**Name** :

**Surname**  :

 **T.R. Identification Number** :

**Telephone Number**  :

**E** **-mail** :

**Address**  :

1. **Please indicate your relationship** **with our Company.**

|  |  |
| --- | --- |
| □ Employee Candidate □ Existing Employee □ Former Employee  | □ Business Partner (Dealer, Supplier, etc.) □ Customer □ Other: ……………………………………….  |
|  Regarding your contact in our company Department/Unit:   |
| Subject: ..................................................................................................................................................................  |

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| --- | --- |
| □ Former Employee *Please indicate the years which you worked for our company:* *..............................................................................*    | □Employee Candidate (I have lodged a job application) *Please indicate the date that you filed your application:* *...........................................................................*  |
| □ Customer *Please indicate your trading date and our relevant dealer:* *...........................................................................*  | □ Third-Party Employee:  *Please indicate the firm you have worked for and your title.* *...........................................................................*  |
|  □ Other: ………………………………………. *.......................................................................................................................................................*  |

1. **Please provide detailed information about the request under the LPPD**

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**C. Please select the method how would you like to be contacted for response:**

□ Please send it to my home address. □ I wish to receive it in person. □ Please send it to my registered e-mail address. (The power of attorney or letter of authorisation certified by a notary public in case the notice will be received by proxy.)

This application form is drawn up in order to determine your relationship with our Company and fully identify your personal data (if any) processed by our Company and to respond to your relevant application duly, properly and within the legal timeframe. Our Company reserves the right to request additional documents and information (copy of ID card or driver’s license, etc.) for the purposes of verification of ID and authority, in order to eliminate the legal risks that may arise due to illegal and unauthorized sharing of information and particularly to ensure the security of your personal data. Our Company does not assume any responsibility for any claims caused by incorrect information or unauthorized applications if any of the information you submit in the form is not accurate or current (up-to-date) or if an unauthorised application is lodged through this form.

**The Particulars of the Applicant**

**Name/Surname :……………..…………**

**Date of Application :…………..……………**

**Signature :…………..……………**