General Descriptions

This form which we, as Emas Demir Celik San. ve Dis Tic. Ltd. Sti. ("Company"), have directed to you, includes all the elements that are required for you to easily use the application right granted to personal data owners with Article 11 of the Personal Data Protection Law No. 6698 ("KVK Law"). Therefore, while using your right to apply for your personal data, we kindly request you to print out this form and submit it to us using one of the methods specified at the end of the form.

Scope of the Right to Apply

In accordance with Article 11 of the Personal Data Protection Law No. 6698 ("KVK Law"), you, as data owners, have the right to request the following issues by applying to us:

1. Learning whether your personal data is processed or not,
2. Requesting information if your personal data has been processed,
3. Learning the purpose of processing your personal data and whether they are used appropriately for their purpose,
4. Learning the third parties to whom your personal data is transferred domestically or abroad,
5. In case your personal data is incomplete or incorrectly processed, to request their correction and the action taken within this scope,
6. Requesting the notification of your personal data to third parties,
7. Requesting deletion, destruction, or anonymization of your personal data, in the event that the reasons requiring its processing disappear, even though it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and requesting the notification of the transaction carried out within this scope to third parties to whom your personal data has been transferred,
8. Objecting to the occurrence of a result against you by analyzing the processed data exclusively through automated systems, and also requesting the compensation of the damage in case you suffer damage due to unlawful processing of your personal data.

Finalization of Applications

In accordance with Article 13 of the KVK Law, requests of personal data owners regarding their personal data can be sent to our institution in writing (with wet signature or as an e-signature substitute for wet signature) through the registered electronic mail (KEP) address, secure electronic signature, mobile signature, or through using the e-mail address that you have previously notified to our Institution and registered in our system.

In case they are transmitted by other methods determined by the Personal Data Protection Board, in our capacity as data controller, the request is concluded as soon as possible and within thirty (30) days at the latest, depending on the nature of the request.

Name:	Surname:
R.T. ID No:	Telephone no:
E-mail:	Address:

PLEASE STATE YOUR RELATION WITH OUR COMPANY

☐ CUSTOMER	☐ Former Employee
☐ VISITOR	.... Years that I Worked in the Company of ....
☐ USINESS PARTNER	☐ Employee Candidate
☐ SUPPLIER	.... The date you applied for a job with our company.
	☐ Other .....

PREFERENCE	SUBJECT
	Is my personal data processed by your company?
	If my personal data are processed by your company, I request information about the processing activity.
	If my personal data are processed by your company, I request information about the purpose of the personal data processing activity and whether the activity is carried out in accordance with the purpose of processing.
	Are my personal data transferred to third parties at home or abroad? If my personal data are transferred, I request information about third parties.
	I think that my personal data are incomplete or incorrectly processed by your Company and I request them to be corrected. Upon request, the following information and documents should be forwarded to us: ○ The contents of your personal data that you think are incomplete or incorrect and you want to be corrected, ○ Documents showing the correct and complementary information of your personal data.
	I think that the reasons for processing my personal data have disappeared, therefore I request my personal data to be ○ Deleted or ○ Anonymized **Upon request, explanatory information / document regarding why you think the reasons for processing your personal data do not exist should be submitted to our Company.**
	If my personal data is processed incompletely or inaccurately by your Company, I request that third parties to whom my personal data are transferred be notified of this situation.
	Upon request, the following information and documents should be forwarded to our Company: ○ The contents of your personal data that you think are incomplete or incorrect and you want to be corrected, ○ Documents showing the correct and complementary information of your personal data.
	If the reasons for the processing of my personal data have been eliminated, I request that this situation be notified to third parties to whom my personal data has been transferred.
	Upon request, explanatory information/document regarding why you think the reasons for processing your personal data do not exist should be submitted to our Company.
	I object to the result arising from the analysis of my personal data processed by your company exclusively through automated systems. Upon request, information/document explaining the result against you should be submitted to our Company.
	I request compensation for the damage I suffered due to the illegal processing of my personal data. Upon request, information/document explaining the damage you have suffered should be submitted to our Company.

PLEASE SPECIFY YOUR REQUEST REGARDING YOUR PERSONAL DATA IN DETAIL

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METHOD OF NOTIFICATION OF THE APPLICATION RESULT

(Please, choose the method by which the response will be delivered to you):

- I want it to be sent to my address.
- I want it to be sent to my e-mail address.
- I want to receive it by hand delivery.

(In case of receipt by proxy, it should be a notarized power of attorney or a certificate of authorization.)

THE METHODS FOR SUBMITTING THE APPLICATION FORM

- By applying personally to us or by sending mail to the address of Sumer Cad. Nur Is Hanı Kat: 1 No: 2 KARABUK by writing "Personal Data Protection Law Information Request" on the envelope, or by signing with a "secure electronic signature" defined in the Electronic Signature Law No. 5070 and in the subject part of the e-mail " by writing "Personal Data Protection Law Information Request" and sending to emasdemircelik@hs01.kep.tr KEP address or to emas@emasdemircelik.com.tr

ALL APPLICANTS SHOULD FILL THIS SECTION:

[We would like to inform you that there are legal and criminal sanctions for the unlawful statements.]

I hereby declare that all information specified by me in this application form is correct; and I agree that the Company, named "Emas Demir Çelik San. ve Dış Tic. Ltd. Şti.", has the right to request additional information and documents (identity card or driver's license copy and similar) for identification and authorization in order to eliminate legal risks, which may arise from the illegal and unfair data sharing, and especially to ensure the security of my personal data.

Of the Personal Data Owner (Data Subject)

Name and Surname:	
Application Date:	
Signature:	