**ŞAMPİYON FİLTRE PAZARLAMA TİCARET VE SANAYİ ANONİM ŞİRKETİ**

**(the “Company”)**

 **DATA SUBJECT APPLICATION FORM**

1. **Application Methods**

In case you wish to exercise one of the rights granted under Article 11 of the Law on Protection of Personal Data No: 6698 (the “**LPPD**”), you may submit this form to our Company by one of the four methods explained below in line with Article 13 of the LPPD and Article 5 of the Communiqué on Application Procedures and Principles to the Data Controller, you can.

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| --- | --- | --- | --- |
|  | **APPLICATION METHOD** | **ADDRESS TO APPLY** | **INFORMATION TO BE DISPLAYED IN THE APPLICATION** |
| 1. **Written Application**
 | Application in person with original signature or through notary | Sarıseki, 1. Cadde Organize Sanayi Bölgesi, 31200 İskenderun/Sarıseki/İskenderun/Hatay | "Request for Information within the Scope of the Law on Protection of Personal Data" needs to be written on the envelope/notification. |
| 1. **Via Registered Electronic Mail (*KEP*)**
 | With Registered Electronic Mail Address (*KEP*) | sampiyon.sampiyon@hs01.kep.tr | "Request for Information within the Scope of the Law on Protection of Personal Data" needs to be written in the subject of the e-mail. |
| 1. **Application with Electronic Mail Address Available in Our System**
 | By using your e-mail address registered in our company's system | kvkk@sampiyonfilter.com.tr  | **"**Request for Information within the Scope of the Law on Protection of Personal Data" needs to be written in the subject of the e-mail. |
| 1. **Application with an e-mail address not available in our system**
 | By using your e-mail address that is not available in our Company's system provided that your Mobile Signature or E-Signature is demonstrated | info@sampiyonfilter.com.tr | "Request for Information within the Scope of the Law on Protection of Personal Data" needs to be written in the subject of the e-mail. |

1. **Information Regarding the Applicant**

Please fill in the fields below so that we can contact you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name/Surname | : |  |
| T.R. Identity Number / Passport Number or Identification Number for Citizens of Other Countries | : |  |
|  Address for Notification / Work address | : |  |
| Mobile phone Number | : |  |
| Phone Number | : |  |
| Fax Number | : |  |
| E-mail Address | : |  |

1. **Your Relationship with Our Company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Your relationship with our company | : | Client |  | Employee |  |
| Visitor |  | *Other**(Please specify)* |  |

1. **Subject of Request**

We request you to clearly write your request regarding your personal data below. Information and documents on the subject must be attached to the application.

To learn whether or not personal data concerning the data subject are being processed

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Requesting information if personal data has been processed

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To obtain information regarding the purposes of the processing and whether the personal data is used in line with such purposes

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To obtain information regarding the recipients to whom the personal data have been or will be disclosed both domestically and in abroad

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To request from the controller rectification of personal data, if the personal data have been processed in an incomplete and wrong manner

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To request the deletion or destruction of personal data if the grounds permitting the processing of personal data do no longer exist within the scope of Article 7 of the LPPD

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To request the notification of the third parties whom the personal data are transferred to regarding the rectification if the personal data have been processed in an incomplete or wrong manner or the deletion or destruction of personal data in accordance with Article 7 of the LPPD

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To object to any adverse result that occurs exclusively from analysing the processed personal data via automatic systems

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To claim compensation if any damage is incurred due to unlawful processing of personal data

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To request information if personal data has been processed

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1. **Application Review Period**

Your applications submitted to our Company by using the above-mentioned methods will be replied within 30 (thirty) days from the date of receiving to our Company, in accordance with the Article 13 Paragraph 2 of the LPPD. For the applications submitted through courier, the date which the document is notified to the data controller or representative; for applications submitted through other means, the date which the document reaches to the data controller is deemed the application date.

1. **Submission Method of the Response Form**

I want the reply to be sent to the postal address I provided in the second section of this Form.

I want the reply to be sent to the e-mail address I provided in the second section of this Form.

I want the answer to be sent to my fax number that I have provided in the second section of this Form.

In line with the requests I have stated above, I kindly request that my application to your Company be evaluated in accordance with Article 13 of the LLPD and to be informed.

I hereby declare and undertake that the information and documents I have provided to you in this application are correct and up-to-date, that your company may request additional information in order to finalize my application, and that I may be required to pay the fee determined by the Personal Data Protection Board if it requires a cost.

**Relevant Applicant (Data Subject)**

**Name and surname :**

**Application date :**

**Signature :**

*This application form has been prepared in order to determine your relationship with our Company, to determine your personal data processed by our Company, if any, and to respond to your relevant application in a correct and legal time. Our company reserves the right to request additional documents and information for identity verification and authorization determination 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. 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, our Company does not accept any liability for requests arising from such false information or unauthorized application***.**