

## **INFORMING ABOUT THE APPLICATIONS TO BE MADE TO THE DATA CONTROLLER BY THE PERSONAL DATA SUBJECT**

Personal data subjects defined as the relevant person in the Personal Data Protection Law No. 6698 are granted the right to make certain requests regarding the processing of their personal data in Article 11 of the LPPD. In accordance with the first paragraph of Article 13 of the LPPD; applications to be made to our Company, which is the data controller, regarding these rights must be submitted to us in writing or by other methods specified below.

In this framework, the applications to be made to our Company "in writing" are made by taking the printout of the form below;

- With the Personal Data Subject's personal application,
- Through a Notary,
- By signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 by the Personal Data Subject, the Company will be able to send it to our company by sending it to the registered electronic mail address.

Below is information on how written applications will be delivered to us;

| <b>Application Method</b>  | <b>The Address Where the Application Will Be Made</b>                                 | <b>Information to be Specified in the Application Submission</b>   |
|--|---|--|
| Application in Person (The applicant must come personally and apply with a document confirming his/her identity) | Besa Tower, Çukurambar Neighborhood 1480 Street No:2 Floor:12 Çankaya, ANKARA/TÜRKİYE | "Information Request within the Scope of the Law on the Protection of Personal Data" will be written on the envelope.    |
| Notification by notary public  | Besa Tower, Çukurambar Neighborhood 1480 Street No:2 Floor:12 Çankaya, ANKARA/TÜRKİYE | "Information Request within the Scope of the Personal Data Protection Law" will be written on the notification envelope. |
| via Registered Electronic Mail (REM) by signing with "Secure electronic signature".                              | <a href="mailto:energoproinsaatt@hs02.kep.tr">energoproinsaatt@hs02.kep.tr</a>        | 'Personal Data Protection Law Information Request' will be written in the subject section of the e-mail.                 |

The applications that sent to us will be answered within thirty days from the date of receipt by our company according to the quality of the request, in accordance with paragraph 2 of Article 13 of the LPPD. Our responses will be delivered to the addressee in writing or electronically in accordance with the provision of Article 13 of the LPPD.

According to the application form below and the quality of your request, the information and documents requested from you must be delivered to us in full and correctly. In case the requested information and documents are not provided as required, the thirty-day period will not start in case of incomplete application, as there may be disruptions in the full and qualified execution of the research to be carried out by our Company based on your request. In this case, the legal rights of our Company are reserved. The relevant application form must be sent in full according to the quality of your request and containing the requested information and documents. The information in the application form must be provided in order for us to identify the "personal data subject", i.e. the applicant, and to conduct the necessary research in our Company according to the quality of your request. In addition, your contact information specified in the application form is requested in order to get more detailed information about your application, to inform you about our review processes and to convey the results of your application to you.

**APPLICATION  
FORM**

**A. Applicant Contact Information:**

**Name:**

**Surname:**

**T.R. Identity No.:**

**Telephone No.:**

**E-mail:**

**Address**

*(Mobile Phone and/or e-mail will be able to respond faster if specified.)*

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

*(Customer, Boomerang Member, Business Partner, Employee Candidate, Former Employee, Third-Party Company Employee, etc.)*

Customer

Visitor

Former Employee

*Years Worked:*

Business Partner

Job Application / Resume Sharing

*Date:*

Third Party Company Employee

*(Please specify the company and position information you work for)*

Other:

You are in contact with our company; Unit:

Subject:

**C. Please specify your request in detail within the scope of the LPPD:**

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**D. Please select the method of notifying you of the response we will give to your application:**

I want it sent to my cell phone.

I want it to be sent to my e-mail address.

I want to get it delivered by hand.

*(In case of receipt by acting, it is necessary to have a notarized power of attorney or authorization document.)*

| Request No | Request Subject   | Your Choice   |
|------------|---|---|
| 1          | I want to know if your company processes personal data about me or not.   | <input type="checkbox"/>  |
| 2          | If your Company processes personal data about me, I request information about these data processing activities.<br><i>Article 11/1 (b) of the Law on the Protection of Personal Data</i>  | <input type="checkbox"/>  |
| 3          | If your Company processes personal data about me, I would like to find out the purpose of processing and whether it is used in accordance with the purpose of processing.<br><i>Article 11/1 (c) of the Law on the Protection of Personal Data</i>  | <input type="checkbox"/>  |
| 4          | If my personal data is transferred to third parties at home or abroad, I want to know these third parties. <i>Article 11/1 (ç) of the Law on the Protection of Personal Data</i>  | <input type="checkbox"/>  |
| 5          | I think that my personal data has been processed incompletely or incorrectly and I want them to be corrected.<br>Write your personal data that you want to be corrected in the " <b>Your Choice</b> " field and send documents indicating the correct and complementary information, <b>as annex</b> . (Copy of the Birth Certificate, residence, etc.)<br><i>Article 11/1 (d) of the Law on the Protection of Personal Data</i>  | <input type="checkbox"/><br>Data to be corrected;   |
| 6          | Despite the fact that my personal data has been processed in accordance with the law and other relevant provisions of the law, I think that the reasons requiring its processing have destructed, and within this framework,<br>a) I request the deletion of my personal data.<br>b) I request to be made anonymous.<br><i>Article 11/1 (e) of the Law on the Protection of Personal Data</i>   | Only one box can be ticked;<br>a) <input type="checkbox"/><br>b) <input type="checkbox"/> |
| 7          | I also want my personal data, which I think is incomplete and processed incorrectly (Request No. 5), to be corrected in the presence of the third parties to whom it is transferred.<br>Write your personal data that you want to be corrected in the " <b>Your Choice</b> " field and send documents indicating the correct and complementary information, <b>as annex</b> . (Copy of the Birth Certificate, residence, etc.)<br><i>Article 11/1 (f) of the Law on the Protection of Personal Data</i> | <input type="checkbox"/><br>Data to be corrected;   |
| 8          | Although my personal data has been processed in accordance with the law and other relevant provisions of the law, I think that the reasons requiring its processing have destructed (Request No. 6), and within this framework, my personal data has also been transferred in presence of the third parties;<br>a) I request the deletion of my personal data.<br>b) I request to be made anonymous.<br><i>Article 11/1 (f) of the Law on the Protection of Personal Data</i>                           | Only one box can be ticked;<br>a) <input type="checkbox"/><br>b) <input type="checkbox"/> |

|  |  |   |
|--|--|---|
| <p><b>9</b></p>  | <p>I think that my personal data processed by your company is analyzed exclusively through automated systems and that as a result of this analysis, there is a result against me personally. I object to this conclusion.</p> <p>Write the analysis result that you think is against you in the "<b>Your Choice</b>" field and send the documents supporting your objection, <b>as annex.</b></p> <p><i>Article 11/1 (g) of the Law on the Protection of Personal Data</i></p> | <p style="text-align: center;"><input type="checkbox"/></p> <p>The Data Obtained as a Result of the Analysis;</p> |
| <p><b>10</b></p>   | <p>I have been harmed due to the illegal processing of my personal data. I demand redress for this damage.</p> <p>Write the issue that is the subject of the violation of the law in the "<b>Your Choice</b>" field and send the supporting documents, <b>as annex.</b> (Court decision, Board decision, Documents showing the amount of material damage, etc.)</p> <p><i>Article 11/1 (h) of the Law on the Protection of Personal Data</i></p>                               | <p style="text-align: center;"><input type="checkbox"/></p> <p>The Issue of Violation of the Law;</p>             |
| <p><i>In accordance with the requests I have stated, I would like to request that the application I have made to your company be evaluated in accordance with Article 13 of the Law and informed to me.</i></p> <p>...../...../.....</p> |  |   |

This application form has been arranged in order to determine your relationship with our Company, to determine your personal data processed by our Company in full, if any, and to respond to your application correctly and within the legal time limit. In order to dispose the legal risks that may arise from the sharing of personal data and, in particular, to ensure the security of your personal data, our Company reserves the right to request additional documents and information (Identity card sample, driver's license copy, contract copy etc.) for identification and authorization. In case the information regarding your requests that you submit within the scope of the form is not correct and up-to-date, or if an application is made by unauthorized persons, our Company decline responsibility for the requests arising from the wrong information or unauthorized application in question.

**Applicant Personal Data Subject**

**Name-Surname:**

**Application Date:**

**Signature:**