

**MEY ALKOLLU ICKILER SAN. VE TIC. A.S.**

**(MEY)**

**APPLICATION FORM FOR DATA OWNERS/CONCERNED PERSONS UNDER THE LAW  
NR.6698 ON PROTECTION OF PERSONAL DATA**

**APPLICATION FORM FOR DATA OWNERS/CONCERNED PERSONS**

Any personal data owners, defined as "Concerned Person" by the Law Nr.6698 on Protection of Personal Data, are entitled to raise claims provided under Section 11 titled "Rights of the Concerned Person" of the law. Accordingly; the Concerned Person is required to send her/his applications to exercise any of such rights of her/him to our Company, acting as the Data Controller, in writing or by any other means to be determined by the Personal Data Protection Board as per Section 12 of the LPPD.

Information on application process is available under the below-given section 11 of the LPPD, which sets out the right to file an application, and section 28, titled "Exceptions", of the same, which sets out the cases that do not fall under the scope of the section on application.

Any application, to be filed with our Company in writing, may be sent by specifying '**Information Request under the Law on Protection of Personal Data**' in a legible way on the envelope, and then sending the originally signed copy of this form in the following means:

- a) By application in person, together with the document to authenticate identity of the Data owner, to the address 'Buyukdere Cad., Bahar Sok., No:13 River Plaza K:25 34394 Sisli Istanbul';
- b) Through the agency of the notary public to the address 'Buyukdere Cad., Bahar Sok., No:13 River Plaza K:25 34394 Sisli Istanbul';
- c) By sending the application form, which has been signed by means of "secure electronic signature" defined under the Law Nr. 5070 on Electronic Signatures by the Applicant, to [mechalkol@hs02.kep.tr](mailto:mechalkol@hs02.kep.tr), the registered electronic mail (REM) address of the Company.

Applications shall be responded within thirty days following the date when the respective request is received by our Company, as per Section 13 of the LPPD. Responses shall be served to the Data Owner either in writing or electronically in accordance with the provision(s) prescribed under the applicable law.

MEY may request provision of information/documentation in order to determine that whether the Data Owner, who has submitted her/his request, is the real owner of the respective personal data, or not, or to ensure security of the Data or to conclude the request of the personal data owner in line with her/his request; and MEY may address additional question(s) in relation to the request of the personal data owner. In the event that the application submitted by the Data owner is possible to hinder the rights and freedoms of any other persons, requires disproportionate effort or that the information is publicly available, then, MEY may reject the respective information request by specifying the justifications thereto.

**DATA OWNERS/CONCERNED PERSONS:**

Data Owners/Concerned Persons, who have filed their applications, are required to fill in the below-given data fields in order to enable that the applications are concluded and the results thereof are shared with the Concerned Person by MEY.

Applicant Data Owner's/Concerned Person's;

Full Name	:	
Republic of Turkey ID Number	:	
Address	:	
Mobile Telephone Number	:	
E-mail Address (If provided, responses may be shared by e-mail.)	:	
Relationship between MEY and Data Owner/Concerned Person	:	<input type="radio"/> Business Partner  <input type="radio"/> Visitor  <input type="radio"/> Customer  <input type="radio"/> Employee (Please specify the term of service.)  <input type="radio"/> I filed a job application (Please specify the date.)  <input type="radio"/> Employee of a Third Party company (Please specify the trade name of the company and the term of service.)  <input type="radio"/> Other (Please explain)
Department/Point of contact at MEY	:	
Ongoing or Terminated relationship with MEY	:	<input type="radio"/> Ongoing <input type="radio"/> Terminated
Preferred Contact Address	:	<input type="radio"/> E-mail <input type="radio"/> Address:

**REQUESTS BY DATA OWNERS/CONCERNED PERSONS:**

Please specify which statutory requests you exercise under Section 11 of the LPPD (provided below) in detail.

(...)

**Date of Application:** ...../...../.....

**Signature:**

**Scope of the Right to File an Application under section 11 of the LPPD:**

Data Owners/Concerned Persons are entitled to apply with our Company:

- 1) to inquire whether their personal data have been processed, or not; and
- 2) to ask for information regarding any such processed personal data; and
- 3) to be informed about the purpose of processing of any such data, and also about the fact that whether such data have been used as appropriate to the purpose thereto; and
- 4) to be informed about the 3rd parties to which any such data has been transmitted either domestically or internationally; and
- 5) to ask for correction of any imperfect or inaccurate data, in case of any imperfect or inaccurate processing thereof, and to ask for providing information regarding any processes, performed for such purpose, to the 3rd parties to which any such personal data has been transmitted; and
- 6) to ask for deletion, disposal of or anonymization of any such personal data if the reasons requiring processing of any such data have disappeared in spite of the fact that any such personal data have been processed in accordance with the provisions prescribed under the LPPD and the other applicable laws, and to ask for providing information regarding any processes, performed for such purpose, to the 3rd parties to which any such personal data has been transmitted; and
- 7) to raise an objection against such outcome in case of emergence of an outcome that is to the detriment of them upon the analysis of any such processed personal data solely by any automatic systems; and also
- 8) to claim for compensation of any and all damage and/or loss they might have incurred in case any such personal data have been processed in breach of the law.

## **Cases Which Do Not Fall under the Scope of the Right to File an Application as per section 28 of the LPPD:**

Personal data owners may not raise any claim in respect of the following matters due to the fact that the below-given cases are not covered under the scope of the LPPD:

- 1) In the event that any personal data have been processed for art, history, literature or scientific purposes or under the freedom of expression to the extent that any such personal data do not violate the national defense, national security, public security, public order, economic security, privacy or personal rights or that any such personal data do not constitute a crime,
- 2) In the event that any personal data have been processed for official statistical reasons and for searching, planning and statistical reasons through anonymization of the same,
- 3) In the event that any personal data have been processed under the preventive, protective and informative activities carried out by the public institutions and organizations vested with power and authority by the law with respect to ensuring national defense, national security, public security, public order or economic security,
- 4) In the event that any personal data have been processed by the judicial or enforcement authorities with respect to any investigation, prosecution, litigation or enforcement proceedings.

As per section 28/2 of the LPPD; the personal data owners may not raise any claim in respect of their rights in the following cases except for claiming for compensation of any and all damage and/or loss they might have incurred:

- 1) In any cases where processing of any personal data is necessary for prevention of committal of an offence, or criminal investigation,
- 2) In any cases where any personal data, which have been made public by the personal data owner, are processed,
- 3) In any cases where processing of any personal data is necessary for conduct of supervisory or regulatory duties as well as for disciplinary investigations or proceedings by the authorized and competent public institutions and organizations and the professional organizations, bearing the nature of public institution, basing on the power vested thereon by the law,
- 4) In any cases where processing of any personal data is necessary to protect the economic and financial interest of the Government with respect to budgeting, taxation and financial issues.