

DATA SUBJECT APPLICATION FORM

1. General Information

Law On Personal Data Protection No: 6698 (“KVK Law”) granted data subject the right to learn whether his personal data are processed or not, to request information if his personal data are processed, to learn the purpose of his data processing and whether this data is used for intended purposes, to know the third parties to whom his personal data is transferred at home or abroad, to request the rectification of the incomplete or inaccurate data, if any, to request notification of the rectification to third parties to whom his personal data has been transferred, to request Erasure, destruction or anonymizing of personal data upon disappearance of reasons which require the process although they are processed in compliance with provisions Law no 6698 and relative other law and to request notification of these operations carried out within this context to third parties to whom his personal data has been transferred, to object to the processing, exclusively by automatic means, of his personal data, which leads to an unfavourable consequence for the data subject, to request compensation for the damage arising from the unlawful processing of his personal data.

In accordance to the first clause of 13th articles of KVK LAW, Data Controller FİLPA AMBALAJ VE DIŞ TİCARET A.Ş. (hereinafter called Company) a written application regarding this right should be informed via hereby data subject application form or other methods specified by the Personal Data Protection Board (“board”)

2. Application Method

The written applications which will be presented to our company in this framework can be sent to the registered e-mail address of our Company

- by printing this form out
- With applicant’s application in person
- Via Notary
- By being signed the applicant with “secure electronic signature” which is described in the Electronic Signature Law No. 5070.

The explanations related to the application channel and annotation specified in transmission was explained the following table.

Application method	The application address	The information which will be explained in application transmission
Application in person (Applicant applies by coming personally with a proof document of his Identity Information)	Adana Hacı Sabancı Organize Sanayi Bölgesi OSB Sabancı Cad. No: 8/2 Sarıçam/ADANA	“The request for information within scope of law on Personal Data Protection” will be written on envelope
Notification via Notary	Adana Hacı Sabancı Organize Sanayi Bölgesi OSB Sabancı Cad. No: 8/2 Sarıçam/ADANA	“The request for information within scope of law on Personal Data Protection” will be written on envelope
By means of registered e-mail (REM) by signing with secure electronic signature	filpaambalaj@hs02.kep.tr	“The request for information within scope of law on Personal Data Protection” will be written on “subject” section of e-mail

3. The Situations which are outside the scope of Application's Rights

In accordance with 28th article of KVK Law, because the following cases are left outside of the scope of KVK Law, it is impossible for data subjects to allege the right of applications: where

- Personal data is processed for the purpose of official statistics and for research, planning and statistical purposes after having been anonymized
- Personal data is processed with artistic, historical, literary or scientific purposes, or within the scope of freedom of expression provided that national defence, national security, public security, public order, economic security, right to privacy or personal rights are not violated or they are processed so as not to constitute a crime.
- Personal data is processed within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations duly authorised and assigned to maintain national defence, national security, public security, public order or economic security
- Personal data is processed by judicial authorities or execution authorities with regard to investigation, prosecution, criminal proceedings or execution proceedings.

In accordance with 2th clause of the 28th article of KVK Law, excluding the right to demand compensation, it is impossible for data subjects to allege the right of applications in cases below: where

- Personal data processing is required for the prevention of a crime or crime investigation.
- Personal data processing is carried out on the data which is made public by the data subject himself.
- Personal data processing is required for inspection or regulatory duties and disciplinary investigation and prosecution to be carried out by the public institutions and organizations and by professional associations having the status of public institution, assigned and authorised for such actions, in accordance with the power conferred on them by the law,
- Personal data processing is required for protection of State's economic and financial interests with regard to budgetary, tax-related and financial issues.

4. Identity and Contact Information

Please fill the section below so that we can contact with you and verify our identity.

NAME SURNAME	
T.R. ID NO	
ADDRESS	
E-MAIL ADDRESS	
RELATIONSHIP WITH OUR COMPANY	<ul style="list-style-type: none">- Client- Business Partner /Solution Partner /Advisor- Personnel- Personnel Candidate- Owner of Place- Previous Worker- Visitor- Third Party/Company Worker- Other

5. Subject of Request

Please choose the subject of your application regarding your personal data from the following subjects:

The subjects to be requested and your Legal basis selection

No	Subject	Preference
1	are my personal data processed in your company?	
2	If my personal Data are processed in your company, I request for information on the processing activity.	
3	If my personal Data are processed in your company, I request for information on the purpose of his data processing and whether this data is used for intended purposes	
4	are my personal data transferred at home or abroad to the third parties, If my personal data are transferred, I request for information on third parties	
5	<p>I am thinking that my persona data are processed incompletely and in accurately, I request the rectification of the incomplete or inaccurate data. (In case of making request, the information and document below should be sent to our company.</p> <p><input type="checkbox"/> The content of the personal data which you think that they are incomplete and inaccurate and request the rectification.</p> <p><input type="checkbox"/> The documents demonstrating accurate and complete information regarding your personal data</p>	
6	I think that the reasons which require the process of my personal data disappear and I request you erase or anonymize my personal data. (In case of making request, the information and document explaining the reasons which require the process of my personal data disappear should be sent to our company)	
7	<p>If my personal data in your company are processed incompletely and inaccurately, I request the notification of the situation to third parties to whom my personal data has been transferred, (In case of making request, the information and document below should be sent to our company.</p> <p><input type="checkbox"/> The content of the personal data which you think that they are incomplete and inaccurate and request the rectification.</p> <p><input type="checkbox"/> The documents demonstrating accurate and complete information regarding your personal data</p>	
8	If the reasons which require the process of my personal data disappeared, I request the notification of the situation to third parties to whom my personal data has been transferred, The information and document explaining the reasons which require the process of my personal data disappear should be sent to our company)	
9	<p>I object to unfavourable consequence against me as a result of the analysing of my personal data exclusively by automatic means,</p> <p>The information and the document explaining unfavourable consequence against you should be sent to our company</p>	
10	Other Reasons	

Please state the details of your requests within the scope of the Law No 6698. The information and documents regarding the subject should be added.

6. Our Company's Procedure and Time of Response to the Applications

In compliance with 13th Article of the KVK, our company shall conclude the demands involved in the applications within the shortest time possible depending on the nature of the demand and within thirty days at the latest and free of charge. However, if the action in question incurs another cost, the price set by the Board may be collected.

Our company shall demand the information from applicant in order to determine identity and authorization for maintaining security of your personal data.

The application of the Data Subject can be refused in case of following situations.

- (1) If it hinders others' rights and freedoms
- (2) If it requires unproportionate endeavour
- (3) If information is open to the public
- (4) If it endangers other's privacy
- (5) If one of the cases which are left outside of the scope in accordance with KVK Law exists

Please specify your preference for the notification of the response of our company to your applications

I would like the notification to be sent to my address.	
I would like to receive the notification by hand.	
E I would like the notification to be sent to my email address.	

I kindly request you to inform me by assessing my application in accordance with 13th article of law no: 6698 in line with the demands that I specified above.

I declare and undertake that the information and the document with which I have provided accurate and up to date and that I am enlightened that our company may demand additional information and that I might be supposed to pay the price set by the Board if it incurs another cost.

Data Subject's/ Deputy's

Name and Surname

Date of Application

Signature:

Contact Information:

This document is translated from Turkish to English by certified translator M. Hakan YILDIRIM on 30.09.2019.