

KPMG TÜRKIYE

Relevant Person's Application Form

1. General Information

Pursuant to Article 20 of the Turkish Constitution, everyone has the right to demand protection of their personal data. This right also includes this person to be informed about his/her personal data, to request access to such data, their correction or erasure, and to learn whether data were used for the intended purposes or not.

The Law №6698 on the Protection of Personal Data ("KVKK") grants right to place certain requests on the processing of personal data.

In accordance with Article 13 of KVKK, KPMG Türkiye shall allow through this Relevant Person's Application Form relevant persons to exercise their rights in the capacity of data subject and to be informed as required.

2. Right to Apply

2.1. Subjects of Application

Pursuant to Article 11 of KVKK, everyone whose personal data are processed may apply to our Company to place requests on the following matters:

- (1) To learn whether their personal data are processed or not,
- (2) To request information in this regard, if their personal data were processed,
- (3) To learn the purpose of processing their personal data and whether they are used in accordance with their purpose,
- (4) To learn local or foreign third parties to whom their personal data are transferred,
- (5) To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- (6) To request the erasure, destruction or anonymisation of personal data in the event that the reasons requiring the processing of personal data no longer exist and to request notification of the transaction made within this scope to third parties to whom personal data are transferred,
- (7) To object to the occurrence of a result to the detriment of the relevant person by analysing the processed personal data exclusively through automated systems,
- (8) In case of damage due to unlawful processing of personal data, to demand compensation for the damage.

2.2. Situations outside the scope of the Right to Apply

In accordance with Article 28 of KVKK, it will not be possible for relevant persons to assert their rights in following cases:

- (1) If personal data are processed by natural persons within the scope of activities related to themselves or their family members living in the same residence, provided that they are not disclosed to third parties and the obligations regarding data security are complied with,

- (2) If personal data are processed for purposes such as research, planning and statistics by anonymising them with formal statistics,
- (3) If personal data are processed for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that they do not violate national defence, national security, public security, public order, economic security, privacy of private life or personal rights, or constitute a crime,
- (4) If their personal data are processed within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations entrusted and authorised by law to ensure national defence, national security, public safety, public order or economic security,
- (5) If personal data are processed by judicial or enforcement authorities in relation to investigation, prosecution, judgement or execution proceedings.

Pursuant to paragraph 2 of Article 28 of the KVKK, it will not be possible for data subjects to assert their rights (except for the right to claim compensation for damages) in following cases:

- (1) If personal data processing is necessary for prevention of commitment of a crime or for a criminal investigation,
- (2) If personal data that were made public personally by relevant person,
- (3) If personal data processing is necessary for the execution of supervisory or regulatory duties and for disciplinary investigation or prosecution by public institutions and organisations and professional organisations in the nature of public institutions, which are assigned and authorised based on the authority granted by law,
- (4) If personal data processing is necessary for the protection of the economic and financial interests of the State in relation to budgetary, tax and financial matters.

3. Means of Application

The applications filed by the Data Subjects regarding their rights arising from the KVKK must be submitted to us in writing in accordance with Article 13 of the KVKK or by other methods to be determined by the Personal Data Protection Board ("Board"):

Method of Application	Description	Address
Written application	Filling in the application form at [-] and submitting a wet signed copy in person or in writing through a notary public	İş Kuleleri Kule:3 Kat: 2-9, Levent, 34330 Beşiktaş/İstanbul
Electronic media / registered electronic mail (KEP)	Submitting the application using the registered electronic mail (KEP) address of the relevant person	akis@hs03.kep.tr
Electronic media / e-mail address registered in our system	Submitting the application via the e-mail address previously notified to KPMG Türkiye and registered in the KPMG Türkiye system	tr-dldpo@kpmg.com
Electronic media / secure electronic signature or mobile signature	Submitting the application by using secure electronic signature or mobile signature	tr-dldpo@kpmg.com

** Application submissions should be sent under the heading "Information Request within the Scope of the Law on the Protection of Personal Data".*

4. Relevant Person's Contact Information

First Name(s) and Family Name(s)	
Turkish ID Number/ For Foreigners; Nationality, Passport Number and identification number, if any	
Phone Number	
Email	
Residence or Workplace Address subject to Notification	
Relationship with our Company	<p>Goods/ Services Buyer <input type="checkbox"/> Other</p> <p>Visitor <input type="checkbox"/></p> <p>Potential Goods/ Services Buyer <input type="checkbox"/> Supplier</p> <p><i>Please specify: _</i></p>

5. Requests that may be placed by Relevant Persons

Please select the subject of your application regarding your personal data among the following:

Applicable Subjects and Legal Grounds	Your Choice
<p>1. I would like to learn whether my personal data is processed within your company. (KVKK, §11/1(a))</p>	
<p>2. If so, I request information about the processing of such data (KVKK, §11/1(b))</p>	
<p>3. If my personal data are processed, I would like to learn the purpose of such data processing and whether they are used in accordance with the intended purpose of processing. (KVKK, §11/1(c))</p>	
<p>4. I request information on whether my personal data are transferred to any local or foreign third parties and if so, I request information about such third parties. (KVKK, §11/1(ç))</p>	
<p>5. I request correction of my incomplete or incorrectly processed personal data from your company / third parties to whom my personal data have been transferred. (Upon request, accurate and complementary information / documents must be submitted for the correction of your personal data you think incomplete or incorrect). (KVKK, §11/1(d))</p>	
<p>6. I think the reasons requiring processing of my personal data no longer exist and in this context, I hereby request their</p> <ul style="list-style-type: none"> - Erasure <input type="checkbox"/> - Destruction <input type="checkbox"/> - Anonymisation <input type="checkbox"/> <p>(please put an X next to your choice).</p>	
<p>7. I also request that my personal data, which I believe to be incomplete or incorrectly processed (Request No.5), be corrected by third parties to whom they are transferred. (KVKK, §11/1(f))</p>	
<p>8. I also request that my personal data, which I believe to be incomplete or incorrectly processed (Request No.5),</p> <ul style="list-style-type: none"> - to be erased <input type="checkbox"/> - destroyed <input type="checkbox"/> - anonymised <input type="checkbox"/> <p>by third parties to whom they are transferred. (please put an X next to your choice).</p>	
<p>9. I object to the result arising adversely to me as a result of the analysis of my personal data exclusively through automated systems. (KVKK, §11/1(g))</p>	
<p>10. I claim compensation for the damage I have suffered due to unlawful processing of my personal data. (KVKK, §11/1(h))</p>	

6. The Procedure and Duration of Our Company's Response to Applications

In accordance with Article 13 of the KVKK, our Company will finalise the applications made by the relevant person to our Company free of charge as soon as possible and within 30 (thirty) days at the latest, depending on the nature of the request. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board may be requested from the relevant person.

In order to ensure the security of your personal data, our Company may request information from the applicant for identification and authorisation purposes.

The application filed by the Relevant Person may be rejected in the following cases:

- (1) If it prevents the rights and freedoms of other persons,
- (2) If it requires disproportionate effort,
- (3) If the information is already made public,
- (4) If it jeopardizes privacy of others
- (5) If any of the situations excluded in accordance with the KVKK exists (See 2.2)

Please choose your preference for notification of our Company's response to your application:

1. I'd like to receive in writing	
2. I'd like it to be sent electronically	

7. Relevant Person's Right to File a Complaint to the Board

Pursuant to Article 14 of the KVKK, in cases where the application is rejected, the response is found insufficient or the application is not responded to in due time, the relevant person may file a complaint to the Board within 30 (thirty) days from the date of receiving our Company's response and in any case within 60 (sixty) days from the date of application.

A complaint to the Board will not be possible without existence of an application filed to our Company.

Relevant Person's:

First Name(s) and Family Name(s):

Date of Application:

Signature:

Contact Information: