**FORM OF APPLICATION TO DATA CONTROLLER**

**General Descriptions**

In accordance with the Article 11 of the Personal Data Protection Law Number 6698 **(‘‘PDPL’’)**;data subjects are entitled to make an application to Energrom Enerji İnşaat Ticaret ve Sanayi A.Ş. (“**Company”)**, in the capacity of Data Controller, in order to exercise the following rights:

1. To know whether his/her personal data has been processed or not,
2. If his/her personal data has been processed, to ask for information about processing of such data,
3. To know the purpose of processing of personal data and to know whether such data is used in accordance with the purpose,
4. To know the third parties inland or abroad, to whom such personal data has been disclosed,
5. If the personal data has been processed incompletely or wrongly, to ask for correction of it,
6. To ask for deletion or disposal of personal data according to the prescribed conditions, automatically or upon the request of the data subject under the Article 7 of the PDPL, because the reasons that require processing of such personal data have disappeared although the personal data has been processed in accordance with the provisions of the PDPL and other relevant laws,
7. To ask for providing information to third parties, to whom such personal data has been disclosed, in connection with the operation conducted according to the items (e) and (f),
8. To object to the occurrence of any negative results about data subject through analysis of the processed data exclusively by automatic systems,
9. To ask for the indemnification of the loss suffered due to the processing of personal data in violation of the law.

**Processing of Personal Data Regarding the Application**

Your personal data (first name, last name, Turkish identification number, passport number, telephone number, e-mail, address and signature) is processed through the Form of Application to Data Controller in connection with and being limited to verifying the identity of applicant and managing the application. Such personal data can be, if necessary, disclosed only to the relevant units/individuals and legally-authorized institutions/organizations depending upon the nature of the application.

**Table which indicates the Application Method, Application Address and Information to be provided in Applications**

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| **Application Method** | **Application Address** | **Title of Application**  |
| Application by hand *(If the applicant makes an application personally, then an identification document and if the application is made on behalf of a third party, then the notarized power of attorney is required to be submitted)* | Kavacık Mah. Ertürk Sok. K1 Plaza No:1/1 Kavacık/İstanbul  | *“Information Request under the Personal Data Protection Law”* will be specified on the envelope.  |
| Legal notification through Notary Public  | Kavacık Mah. Ertürk Sok. K1 Plaza No:1/1 Kavacık/İstanbul  | *“Information Request under the Personal Data Protection Law”* will be specified on the legal notification envelope. |
| E-mail with E-Signature/Mobile Signature  | info@energrom.com.tr | *“Information Request under the Personal Data Protection Law”* will be specified on the subject field of electronic mail. |
| Application through Registered Electronic Mail (KEP)  | energromenerji@hs01.kep.tr | *“Information Request under the Personal Data Protection Law”* will be specified on the subject field of electronic mail. |
| Application through the e-mail address registered in our systems (It is required to match your e-mail address with your identity in our systems in advance.)  | info@energrom.com.tr | *“Information Request under the Personal Data Protection Law”* will be specified on the subject field of electronic mail. |

**Contact Details of Applicant**

|  |  |
| --- | --- |
| **First Name:**  |  |
| **Last Name:** |  |
| **Turkish Identification Number:****(Passport Number)** |  |
| **Telephone Number** |  |
| **E-mail:***(If you specify your e-mail address, we will be able to send you a quicker response.)*  |  |
| **Address:** |  |

**Please Specify Your Relationship with our Company:**

|  |  |
| --- | --- |
| ☐ Customer☐ Visitor☐ Former Employee (Years Worked: *……………. - …………….. )*☐ Other | ☐ Employee☐ Employee Candidate *Date of Application:* ☐ Employee of a Third-Party Company *Please specify the company that you work for and your position details.*  |
| Your contact person/department at our Company: Subject: |

**Please Specify Your Request under the PDPL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request****No** | **Subject of Request** | **Legal Basis** | **Your Selection***(Please Mark the Relevant Field)*  |
| **1** | I would like to know whether or not my personal data is processed by your Company.  | **Article 11/1-a** |  |
| **2** | If my personal data is processed by your Company, I request information about processing of my personal data. | **Article 11/1-b** |  |
| **3** | If my personal data is processed by your Company, I would like to know the purpose of processing of my personal data and know whether my personal data is used in accordance with the purpose.  | **Article 11/1-c** |  |
| **4** | If my personal data is disclosed to third parties inland or abroad, I would like to know these third parties. | **Article 11/1-ç** |  |
| **5** | I consider that my personal data has been processed incompletely or wrongly, and I request the correction of it, | **Article 11/1-d** |  |
| **6** | I consider that the reasons that require processing of my personal data have disappeared although my personal data has been processed in accordance with the provisions of the Law and other relevant laws and therefore, I request my personal data: 1. To be deleted
2. To be destroyed.

*(Please select one of the options)* | **Article 11/1-e** |  |
| **7** | I request my personal data, which I consider as processed incompletely or wrongly (Request number 5) to be corrected by third parties to whom my personal data has been disclosed.  | **Article 11/1-f** |  |
| **8** | I consider that the reasons that require processing of my personal data have disappeared (Request number 5) although my personal data has been processed in accordance with the provisions of the Law and other relevant laws and therefore, I request my personal data1. To be deleted
2. To be destroyed

by third parties to whom my personal data has been disclosed.*(Please select one of the options)* | **Article 11/1-f** |  |
| **9** | I consider that my personal data that has been processed by your Company was analysed exclusively through automatic systems, and as a result of this analysis, a negative consequence has arisen against me. I object to this consequence.  | **Article 11/1-g** |  |
| **10** | I have suffered loss due to the processing of my personal data in violation of the law. I request the indemnification of this loss.  | **Article 11/1-ğ** |  |

**Please Provide a Statement Regarding Your Request**

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**How Would You Like to Receive a Response to Your Application from Us?**

☐ I would like to receive it at my address.

☐ I would like to receive it through my e-mail address.

*(If you choose to receive it through your e-mail address, we will be able to send you a quicker response.)*

☐ I would like to receive it by hand.

*(If you want another person to receive the response, a notarized power of attorney or authorization certificate is required.)*

**Statement by the Applicant**

 In line with my requests described above, I request the application that I have made to your Company to be assessed under the Article 13 of the Law and to notify me about the result of my application.

 I hereby declare and undertake that all documents and information provided by me in this application is accurate, up-to-date and belongs to me.

Information about the Applicant:

First and Last Name :

Signature :

Date of Application :