DATA SUBJECT APPLICATION FORM

For applications to Termal Seramik San. ve Tic. A.Ş. under Law No. 6698 on the Protection of Personal Data

1. General Information

Article 11 of Law No. 6698 on the Protection of Personal Data (the "Law") grants data subjects certain rights regarding the processing of their personal data. This form has been prepared so that you can submit your requests regarding these rights to the data controller, Termal Seramik San. ve Tic. A.Ş. (the "Company").

Under Article 13 of the Law and the Communiqué on the Procedures and Principles of Application to the Data Controller, you may submit your application by one of the following methods:

Method of application	Address	Information to be stated
In person (with an identity document)	Kayhan Mah. Bilecik Yolu 1. Km. Evl. No: 6 Söğüt / Bilecik	The envelope must be marked "Request for Information under the Law on the Protection of Personal Data".
Through a notary public	Kayhan Mah. Bilecik Yolu 1. Km. Evl. No: 6 Söğüt / Bilecik	The notification envelope must be marked "Request for Information under the Law on the Protection of Personal Data".
Registered e-mail (KEP)	termalseramik@hs03.kep.tr	The subject line must read "Request for Information under the Law on the Protection of Personal Data".
E-mail signed with a secure electronic signature or mobile signature	kvkk@termalseramik.com.tr	The subject line must read "Request for Information under the Law on the Protection of Personal Data".
From your e-mail address registered with our Company	kvkk@termalseramik.com.tr	The subject line must read "Request for Information under the Law on the Protection of Personal Data".

Your application will be concluded free of charge as soon as possible and within 30 (thirty) days at the latest, depending on the nature of the request. If the process requires an additional cost, the fee set out in the tariff determined by the Personal Data Protection Board may be charged. If your application is rejected, if you find the response insufficient or if no response is given in time, you may file a complaint with the Personal Data Protection Board within 30 (thirty) days from the date you learn of the response and in any case within 60 (sixty) days from the date of application.

2. Identity and Contact Details of the Applicant

Information	To be completed by the applicant
Name and surname	
Turkish ID number (for Turkish citizens)	
Nationality and passport or identity number (for foreign nationals)	
Residential or business address for notification	
Mobile telephone	
E-mail address	
Fax number (if any)	

3. Your Relationship with Our Company

Please indicate your relationship with our Company:

☐ Customer / customer representative

☐ Dealer representative, partner or employee

☐ Dealer portal user

☐ Supplier / business partner representative or employee
☐ Employee
☐ Former employee (years of employment: .....)
☐ Job applicant (date of application: .....)
☐ Visitor
☐ Website visitor (www.termalseramik.com.tr, portal.termalseramik.com.tr, tkyk.com.tr)
☐ Other: .....

4. Subject of Your Request

Subject of request	Article	Selection
I would like to know whether my personal data is processed.	11(1)(a)	☐
If my personal data is processed, I request information about the processing.	11(1)(b)	☐
I would like to know the purpose of processing and whether my data is used in accordance with that purpose.	11(1)(c)	☐
I would like to know the third parties in Turkey or abroad to whom my personal data is transferred.	11(1)(ç)	☐
I believe my personal data is incomplete or inaccurate and request its rectification.	11(1)(d)	☐
I request the erasure or destruction of my personal data under the conditions in Article 7 of the Law.	11(1)(e)	☐
I request that my rectification, erasure or destruction requests be notified to third parties to whom my data was transferred.	11(1)(f)	☐
I object to a result against me arising from the analysis of my data exclusively through automated systems.	11(1)(g)	☐
I request compensation for damage suffered due to unlawful processing of my personal data.	11(1)(ğ)	☐
I request information about my cookie preferences and the consents I gave through CerezGo. Trace ID shown in the CerezGo panel:	11(1)(b)	☐
I have a request concerning camera recordings. Location, date and time range:	11(1)(b)	☐

5. Details of Your Request

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6. Method of Response

☐ I would like the response to be sent to my address.
☐ I would like the response to be sent to my e-mail address.
☐ I would like to collect the response in person. (A notarised power of attorney or authorisation document is required if collected on my behalf.)

7. Declaration and Signature

I request that my application to your Company be evaluated under Article 13 of the Law and that I be informed accordingly. I declare that the information in this form is accurate and up to date and that, if the application is made on behalf of another person, I have attached the relevant authorisation document.

Applicant	
Name and surname	
Date of application	
Signature	

8. Information

- Your identity must be verified in order to evaluate your application. The Company may request additional information or documents to verify your identity and clarify your request.
- Applications made on behalf of another person must be accompanied by a notarised power of attorney or authorisation document showing that the applicant is specifically authorised.
- The personal data you share in this form is processed only for the purpose of evaluating, concluding and proving your application, under Article 5(2)(ç) and (e) of the Law, and is retained for 10 years from the conclusion of the application.
- The applicant is responsible for any consequences of applications made with false, incomplete or misleading information.

This English version is provided for information purposes. In case of any discrepancy between the Turkish and English versions, the Turkish version shall prevail.

This document has been prepared by Nesil Grup Teknoloji Tic. A.Ş. (www.nesilteknoloji.com) and is kept up to date by monitoring changes in the legislation.
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