

## **HUN HOLDING LPPD REQUEST FORM**

### **1. General Explanations**

The personal data subjects referred to as relevant persons in the Law No. 6698 on the Protection of Personal Data (“LPPD”) (the “Applicant”) are granted, under Article 11 of the LPPD, the right to make some requests in relation to processing of their personal data.

The application form has been prepared to determine your relationship with Hun Holding A.Ş (“Hun Holding”) and precisely identify your personal data processed by Hun Holding, if any, and make it possible to reply to your application correctly and within the legal period required. Hun Holding may ask for some additional information for verification of identity and authorization so that the security of your personal data is ensured and unlawful data transfer is prevented. In the event that the information provided by the Applicant are not correct and/or up-to-date or the requests are unauthorized, the responsibility shall be borne by the Applicant.

Pursuant to Article 7 of the Communiqué on the Principles and Procedures Concerning Applications to the Data Controller, if the application of the Applicant is to be replied in writing, no fees shall be charged for the first ten pages. After the tenth page, a transaction fee of 1 Turkish Lira may be charged for each page. In the event that the reply to the application is submitted in a recording medium such as a CD or flash disk, a fee equal to the cost of the recording medium may be requested.

### **2. Scope of the Application Right under Article 11 of the LPPD**

The Applicant may make an application to Hun Holding and request the following:

- 1) Learn whether his/her personal data have been processed,
- 2) Request information related to processing if his/her personal data have been processed,
- 3) Learn about the purpose for processing of his/her personal data and whether they have been used for the intended purpose,
- 4) Learn the third persons to whom his/her personal data have been transferred in Turkey or abroad,
- 5) If his/her personal data have been wrongly or deficiently processed, request correction thereof and communication of the relevant procedure to the third persons to whom said data have been transferred,
- 6) In the event that his/her personal data have been processed in accordance with the LPPD and other relevant laws but the reasons for their processing no longer exist; request deletion, destruction or anonymisation of his/her personal data and communication of the relevant procedure to the third persons to whom said data have been transferred,
- 7) File an objection against any negative consequences arising from the analysis of the processed data exclusively by automatic systems,
- 8) Request indemnification of any damages he/she may incur due to the processing of his/her personal data in breach of laws.

### **3. Application Method**

Pursuant to the first paragraph of Article 13 of the LPPD, the applications to be filed in relation to these rights must be submitted to us in written and signed form or in other forms designated by the Personal Data Protection Board (“Board”).

The written applications to be filed within this context may be submitted to us, as a printout of this form, in one of the following ways:

- Application of the Applicant in person,
- Via public notary,

- Using a registered electronic mail address, safe electronic signature, mobile signature, or
- Via an e-mail to be sent by the Applicant from the electronic mail address which was communicated by him to us beforehand and registered in our system.

The table below provides information on channels of written application with respect to how written applications are to be submitted to us.

<b>Application Method</b>	<b>Information to be Provided with the Application Submitted</b>	<b>Application Address</b>
Application in person (The Applicant appears himself/herself and makes the application with a document that certifies his/her identity)	The note “Information Request under the Law on the Protection of Personal Data” will be written on the envelope.	Büyükdere Cad. Yapı Kredi Plaza B Blok K:7 Levent/İstanbul
Notification via public notary	The note “Information Request under the Law on the Protection of Personal Data” will be written on the notification envelope.	Büyükdere Cad. Yapı Kredi Plaza B Blok K:7 Levent/İstanbul
Via registered electronic mail after being signed with “safe electronic signature”	The note “Information Request under the Law on the Protection of Personal Data” will be written in the subject line of the e-mail.	<a href="mailto:hunholding@hs03.kep.tr">hunholding@hs03.kep.tr</a>
Application via mobile signature or e-mail [using the electronic mail address which was communicated beforehand by the relevant person to the data controller and is registered in data controller’s system]	The note “Information Request under the Law on the Protection of Personal Data” will be written in the subject line of the e-mail.	<a href="mailto:info@hunholding.com">info@hunholding.com</a>

In relation to the applications to be submitted by the Applicant via e-mail, Hun Holding may ask for additional information to verify the identity of the Applicant, and may take the necessary measures.

Pursuant to the second paragraph of Article 13 of the LPPD, the applications submitted by you to us will be replied in writing or electronically within thirty days from the service or receipt of your request depending on the type of the request.

#### 4. Your Identity and Contact Information

##### A. Applicant's Contact Information

<b>Name</b>	
<b>Surname</b>	
<b>Turkish ID No. / Passport No. (for foreign nationals)</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Residence or Workplace Address</b>	

**B. Please specify your relationship with Hun Holding.** (Visitor, client, business partner, employee, employee candidate, former employee, third party company employee, shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Business partner	<input type="checkbox"/> Employee <input type="checkbox"/> Employee candidate <input type="checkbox"/> Former employee <input type="checkbox"/> Other :.....
Your contact with our company  Department:.....  Subject:.....	

## **1. Subject of Request**

**Please explain your request under the LPPD in detail:**

**Applicant**

**Name Surname:**

**Signature (for written applications):**