



**TAMEK SAGRA
GRUP GIDA ÜRETİM A.Ş.**

**PERSONAL DATA
SUBJECT APPLICATION FORM**

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| Document No | FRM-360-İK |
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1. General Information

Pursuant to Article 20 of the Constitution of the Republic of Turkey, everyone has the right to demand the protection of their personal data. This right includes being informed about the personal data about the person, accessing these data, requesting their correction or deletion and learning whether they are used for their purposes.

The Law on the Protection of Personal Data No. 6698 (“**KVK Law**”) has given the right to make certain demands regarding the processing of personal data.

TAMEK SAGRA GRUP GIDA ÜRETİM A.Ş. (will be referred to as “COMPANY” or “TAMEK SAGRA”), in accordance with Article 13 of the KVK Law, shall evaluate the rights of personal data owners arising from their capacity as data subject and inform the personal data subjects through this Personal Data Subject Application Form.

2. Right to Apply

2.1. Application Topics

In accordance with Article 11 of the KVK Law, anyone whose personal data is processed can apply to our Company and make requests regarding the following issues:

- (1) Learning whether their personal data is processed or not,
- (2) Demanding for information as to if their personal data have been processed,
- (3) Learning the purpose of the processing of their personal data and whether these personal data are used in compliance with the purpose,
- (4) Learning the third parties to whom their personal data are transferred in the country or abroad,
- (5) Requesting correction of their personal data in case of incomplete or incorrect processing and requesting notification of the transaction made within this scope to the third parties to whom their personal data has been transferred,
- (6) Requesting their deletion, destruction or anonymization in the event that the reasons requiring the processing of personal data disappear, and requesting the notification of the transaction made within this scope to the third parties to whom their personal data has been transferred,
- (7) Objecting to the emergence of a result against the personal data subject by analyzing the processed data exclusively through automated systems,

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- (8) Claiming compensation for the damage arising from the unlawful processing of their personal data.

2.2. Situations Outside the Scope of the Right to Apply

Pursuant to Article 28 of the KVK Law, personal data subjects will not be able to assert their rights in the following cases:

- (1) Personal data are processed by natural persons within the scope of purely personal activities of the data subject or of family members living together with him/her in the same dwelling provided that it is not to be disclosed to third parties and the obligations about data security is to be complied with.
- (2) Personal data are processed for official statistics and provided that they are being anonymized for the purposes for such as research, planning and statistics.
- (3) Personal data are 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 the process doesn't constitute a crime.
- (4) Personal data are processed within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations duly authorised and assigned by law to maintain national defence, national security, public security, public order or economic security.
- (5) Personal data are processed by judicial authorities or execution authorities with regard to investigation, prosecution, judicial or execution proceedings.

Pursuant to paragraph 2 of Article 28 of the KVK Law, personal data subjects will not be able to assert their rights (with the exception of the right to demand compensation):

- (1) The processing of personal data is necessary for the prevention of crime or for criminal investigation.
- (2) Processing of personal data made public by the person concerned.
- (3) Personal data processing is necessary for the execution of supervisory or regulation duties and for disciplinary investigation or prosecution by assigned and authorized public institutions and organizations and professional organizations in the nature of public institution, based on the authority given by the law.
- (4) The processing of personal data is necessary for the protection of the economic and financial interests of the State with regard to budgetary, tax and financial matters.

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3. Application Media

Applications of personal data subjects regarding their rights arising from the KVK Law must be submitted to us in writing in accordance with Article 13 of the KVK Law or by other methods to be determined by the Personal Data Protection Board (“**Board**”):

| Application Method | Description | Application Address |
|------------------------|--|--|
| Website | Filling the Application Form at the address of <u>Application Form</u> and submitting a wet-signed copy in person or through a notary public. | TAMEK SAGRA GRUP GIDA ÜRETİM ANONİM ŞİRKETİ Oyak Dragos Plaza Cevizli Mahallesi Tugay Yolu Caddesi No: 10C Kat:9-11 Maltepe - İstanbul / Türkiye |
| Electronic Environment | Sending via registered e-mail (KEP) address of the personal data subject, secure electronic signature, mobile signature or an e-mail address with an e-mail address extension previously notified to TAMEK SAGRA by the personal data subject and registered in the TAMEK SAGRA system | kvkk@tameksagra.com tamekgrup@hs01.kep.tr |

**Application submissions must be submitted by writing "Information Request Under the Law on the Protection of Personal Data"*

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4. Personal Data Subject Contact Information

| | |
|--|--|
| Name and Surname | |
| T.R. Identity Number / Nationality, passport number or identification number, if any, for foreigners | |
| E-mail Address | |
| Phone Number | |
| Domicile or workplace address based on notification | |
| Relationship with Our Company | <input type="radio"/> Product or Service Recipient <input type="radio"/> Supplier <input type="radio"/> Potential Product or Service Recipient <input type="radio"/> Visitor Parent/Guardian/Representative <input type="radio"/> Other <input type="radio"/> Employee |

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5. Requests that may be made by Personal Data Owners

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

| | Subjects that can be requested and Legal Basis | Your Choice |
|---|--|-------------|
| 1 | I would like to learn whether my personal data is processed within your company. (Article 11/1 (a) of the KVK Law) | |
| 2 | If my personal data is being processed, I request information about this data processing activity. (Article 11/1 (b) of the KVK Law) | |
| 3 | If my personal data is being processed, I would like to learn about the purpose of this data processing and whether it is used in accordance with the purpose of processing. (Article 11/1 (c) of the KVK Law) | |
| 4 | I request information about whether my personal data is transferred to third parties at home and/or abroad, and if so, about third parties. (Article 11/1 (ç) of the KVK Law) | |
| 5 | I request the correction of my personal data that is incomplete or incorrectly processed by your company/third parties to whom my personal data is transferred. <i>(Correct and complementary information/documents must be submitted upon request in order to correct your personal data that you think is incomplete or incorrect.)</i> (Article 11/1 (d) of the KVK Law) | |
| 6 | I think that the reasons requiring the processing of my personal data have disappeared, and within this framework, I request one of the following to be done to my personal data: - Deletion <input type="checkbox"/> - Anonymization <input type="checkbox"/> <i>(Please indicate your choice by putting an x sign.)</i> (Article 11/1 (e) of the KVK Law) | |
| 7 | I want my personal data (Request No: 5) to be corrected by the third parties to which I think it is incomplete or incorrectly processed. | |

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| | (Article 11/1 (f) of the KVK Law) | |
| 8 | I request one of the following to be done before the third parties to whom my personal data (Request No: 5), which I think is incomplete or incorrectly processed, is transferred: - Deletion <input type="checkbox"/> - Anonymization <input type="checkbox"/> (Please indicate your choice by putting an x sign.) (Article 11/1 (f) of the KVK Law) | |
| 9 | I object to the result against me by analyzing my personal data exclusively through automated systems. (Article 11/1 (g) of the KVK Law) | |
| 10 | I request compensation for the damage I have suffered due to the unlawful processing of my personal data. (Article 11/1 (h) of the KVK Law) | |

6. Our Company's Response Procedure and Period to Applications

In accordance with Article 13 of the KVK Law, our Company will conclude the application requests of the personal data subject to our Company as soon as possible and within 30 (thirty) days at the latest, free of charge, 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 personal data subject.

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

The application of the personal data subject may be rejected in the following cases:

- (1) Inhibiting the rights and freedoms of other persons
- (2) Requires disproportionate effort
- (3) If the information is publicly available information
- (4) Compromising the privacy of others
- (5) Existence of one of the situations outside the scope pursuant to the KVK Law (See 2.2)

Please indicate your preference to be notified of our Company's response to your application:

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| | | |
|---|----------------------------------|--|
| 1 | I want to receive it in writing. | |
| 2 | I want it sent electronically. | |

7. Right of Personal Data Subject to Complain to the Board

Pursuant to Article 14 of the KVK Law, in cases where the application is rejected, the answer is found insufficient or the application is not answered in a timely manner, the personal data subject may file a complaint to the Board within 30 (thirty) days from the date of our Company's response and in any case within 60 (sixty) days from the application date.

According to the relevant law, no complaint can be made to the Board before an application is made to TAMEK SAGRA GRUP GIDA ÜRETİM A.Ş..

Personal Data Subject's (Applicant's):

Name and Surname:

Application Date:

Signature:

Contact Information:

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