



## INFORMATION OF DATA OWNERS FOR USING THEIR RIGHTS UNDER THE PERSONAL DATA PROTECTION LAW NO. 6698

As a Personal Data Owner, you may submit your request for your rights in the Personal Data Protection Law (PDPL) and Arteks Textile Furniture Food and Machinery Industry Foreign Trade Inc. Clarification Note, with the information and documents that identify your identity by filling and signing the application form below or other methods determined by the Personal Data Protection Committee.

Arteks Textile Furniture Food and Machinery Industry Foreign Trade Inc.

In order to fulfill your request, please fill out clearly and fully the following application form with your signature on it;

### **Application in Person or via Mail:**

Please send all required documents to Arteks Textile Furniture Food and Machinery Industry Foreign Trade Inc. «İkitelli Organized Industrial Zone Aykosan Industrial Estate 2. Section 4. Island B Block Floor 2-3 Basaksehir / ISTANBUL» address in an envelope written "Information Request Under Personal Data Protection Law" on it,

### **Application via E-Mail:**

Please send an e – mail to [info@arteksbaski.com.tr](mailto:info@arteksbaski.com.tr) by writing "Information Request Under Personal Data Protection Law" to e – mail's subject with all required documents attached.

Your applications submitted to us will be replied within thirty days according to your request's feature from the date on which it is received by us pursuant to Article 13 paragraph 2 of the PDPL.

Responses will be sent to you by mail (written) or electronically (e – mail) in accordance with provisions of the article 13 of the relevant PDPL.

We will contact you to clarify your application if the information and documents you provide to us are missing or incomprehensible.

**APPLICATION FORM FOR DATA OWNERS TO USE THEIR RIGHTS UNDER THE PERSONAL DATA PROTECTION LAW NO. 6698**

**1. PERSONAL DATA OWNER'S IDENTITY AND CONTACT INFORMATION**

Name Surname : .....  
ID Number : .....  
Telephone Number : .....  
E-Mail Address : .....  
Address : .....  
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**2. RELATION WITH OUR COMPANY** *(Customer, partner, employee candidate, former employee, third party company employee, share holder etc.)*

Contact Department : .....  
Subject : .....

Customer                                       Visitor                                       Partner

Former Employee                                      Year(s) Employed : .....

Job Application/Shared CV                                      Date : .....

Third Party Company Employee                                      Company and Title : .....

Other                      Description : .....

**3. INFORMATION ON WHICH RIGHT PERSONAL DATA OWNER WANT TO USE** *(Please mark the box(es) next to the phrase which expresses your request the most.)*

- Learn whether or not my personal data have been processed.
- Request information as to processing if my data have been processed.
- Learn the purpose of processing my personal data and whether data are used in accordance with its purpose
- Know the third parties in the country or abroad to whom my personal data have been transferred.
- Request rectification in case my personal data are processed incompletely or inaccurately.

- Request deletion or destruction of my personal data even it has processed in accordance with the provisions of the law.
- Request for correction of my personal data that I thought as incompletely or inaccurately processed at third parties to whom it has been transferred.
- Object to occurrence of any result that is to your detriment by means of analysis of my personal data exclusively through automated systems.
- Request compensation of the damages due to unlawful processing of my personal data.

**4. DESCRIPTION OF THE REQUEST** *(Please specify your request under the PDPL and the personal data subject to it in detail.)*

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**5. APPENDIX** *(Please indicate if there is any document to support your application.)*

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**6. PLEASE SPECIFY THE NOTIFICATION METHOD OF RESPONSE**

- Send to my address.
- Send to my E-Mail address.
- Delivery in person.

## 7. APPLICATION CONDITIONS

This application form has been prepared in order to provide a correct and legal reply to your application by identifying your relationship with our Company and identifying the personal data processed by our Company, if any. Our Company reserves the right to request additional documents and information (identity card or driver's license copy etc.) for identification and authorization in order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data.

## 8. DECLARATION OF THE APPLICANT

I agree that your Company has no liability regarding my requests under this form if the information is not true and up to date or in case of an unauthorized application. Illegal, misleading or wrong – all responsibility arising from the application belongs to me.

Personal Data Owner or (*Applicant on Behalf of Someone Else\**)

Name Surname :

Application Date :

Signature :

*\* If you are applying on behalf of someone else, please send the documents indicating that you are authorized to apply (such as a document indicating that you are the guardian of the personal data holder). For these documents to be accepted as valid, they must be issued or approved by the competent authorities.*