



PERSONAL DATA SUBJECT APPLICATION FORM

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Page No	Page 1 of 4

GENERAL REMARKS

Pursuant to Article 20 of the Constitution of the Republic of Türkiye and in accordance with Law No. 6698 on the Protection of Personal Data ("PDP Law"), personal data owners (hereinafter referred to as the "Applicant"), who are defined as data subjects, are entitled to apply to **ERNA MAŞ MAKİNA TİCARET VE SANAYİ ANONİM ŞİRKETİ** ("Company"), in its capacity as data controller, to exercise the rights set forth in Article 11 of the PDP Law concerning the processing of their personal data.

As stated in the first paragraph of Article 13 of the Law on the Protection of Personal Data (PDP Law):

"The data subject shall submit his/her requests regarding the implementation of this Law to the data controller in writing or by other means to be determined by the Board," in accordance with the [Communiqué on the Procedures and Principles of Application to the Data Controller](#) published in the Official Gazette dated March 10, 2018 and numbered 30356; the data subject is required to submit their request to us through the specified methods.

Below, information is given in the form of written application channels on how written applications may be communicated.

Application Method	Address which the Application will be Made	Information to be Indicated in the Application Submittal
In Person Application (The applicant comes in person and applies with a document certifying his/her identity)	Hadımköy Mahallesi, Prof. Mehmet Bozkurt Caddesi, No:1, 34555, Arnavutköy, İstanbul	On the envelope, "Information Request Within the Context of the Law on Personal Data Protection" must be written.
Notification through notary public	Hadımköy Mahallesi, Prof. Mehmet Bozkurt Caddesi, No:1, 34555, Arnavutköy, İstanbul	On the notification envelope, "Information Request Within the Context of the Law on Personal Data Protection" must be written.
By e-mail : (By using your e-mail address registered in our Company's system)	kvkk@ernamas.com	The subject line of the e-mail should state: "Information Request within the Scope of the Law on the Protection of Personal Data."
By e-mail : (By using your e-mail address that is not in our company's system, including mobile signature/e-signature)	ernamas@hs03.kep.tr	The subject line of the e-mail should state: "Information Request within the Scope of the Law on the Protection of Personal Data."
In addition, once other application methods are announced by the Board, our Company will inform data subjects on how to submit applications through these newly determined methods.		

Pursuant to paragraph 2 of Article 13 of the Law on the Protection of Personal Data (PDP Law), your applications submitted to us will be responded to within thirty days from the date of receipt, depending on the nature of the request. Our responses will be delivered to you in writing or via electronic environment as per the provisions of the 13th Article of the related PDP Law.

A. Please describe your relationship with our Company. (Customer, partner, employee candidate, former employee, third party company employee, shareholder)

<input type="checkbox"/> Customer <input type="checkbox"/> Visitor <input type="checkbox"/> Employee Candidate	<input type="checkbox"/> Business Partner <input type="checkbox"/> Employee / Former Employee <input type="checkbox"/> Other:
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B. Please clearly specify the subject of your request under the Law on the Protection of Personal Data (PDP Law) in detail. If available, any information and documents related to the subject of your request should be attached to your application.

Article 11 of the PDP Law grants data subjects the right to make specific requests concerning the processing of their personal data.

Request No	Subject of the request	Your selection
1	I would like to learn whether your company processes personal data concerning me. Personal Data Protection Law Art. 11/1 (a)	
2	If so, I request detailed information regarding these personal data processing activities. Personal Data Protection Law Art. 11/1 (b)	
3	I would also like to understand the purpose for which my personal data is being processed and whether it is used in accordance with that stated purpose. Personal Data Protection Law Art. 11/1 (c)	
4	If my personal data is transferred to third parties within Türkiye and/or abroad, I request to be informed of the identities of these third parties. Personal Data Protection Law Art. 11/1 (ç)	
5	I believe that some of my personal data is incomplete or has been processed incorrectly, and I request that it be corrected. (Please specify the personal data you wish to have corrected in the "Your Selection" field and attach any supporting documents that demonstrate the accurate and complete information.) (Copy of identity card, place of residence, etc.) Personal Data Protection Law Art. 11/1 (d)	Data to be corrected;
6	Although my personal data has been processed in accordance with the provisions of the Law and other applicable legislation, I believe that the purposes requiring its processing no longer exist. In this context, I hereby request that my personal data be: a) Deleted, b) Destroyed, or c) Anonymized. Personal Data Protection Law Art. 11/1 (e)	Only one option can be marked. a) <input type="checkbox"/> b) <input type="checkbox"/> c) <input type="checkbox"/>

7	<p>I request that my personal data (Request No. 5), which I believe to be incomplete or inaccurately processed, be corrected by the third parties to whom it has been transferred.</p> <p>Please specify the personal data you wish to have corrected in the "Your Selection" field and attach any supporting documents that demonstrate the accurate and complete information. (Photocopy of identity card, residence card, etc.)</p> <p>Personal Data Protection Law Art. 11/1 (f)</p>	Data to be corrected;
8	<p>I request that any actions taken regarding the correction or destruction of my personal data be communicated to the third parties to whom the data has been transferred.</p> <p>Personal Data Protection Law Art. 11/1 (f)</p>	
9	<p>I believe that my personal data processed by your company has been analyzed exclusively through automated systems, and that this analysis has resulted in an outcome unfavorable to me. I hereby object to this outcome.</p> <p>Please write the result of the analysis you think that is against you to "Your Selection" field and send the documents that support your objection.</p> <p>Personal Data Protection Law Art. 11/1 (g)</p>	The outcome of the analysis and the resulting impact on me:
10	<p>I have suffered damages as a result of the unlawful processing of my personal data. I hereby request compensation for these damages.</p> <p>Please specify the matter constituting the violation in the "Your Selection" field and attach any supporting documents that substantiate your claim. (Court decision, Board decision, documents showing the amount of material damage, etc.)</p> <p>Personal Data Protection Law Art. 11/1 (h)</p>	Matter Subject to Violation of the Law;

Please specify your request under the Law in detail:

(If the table above is insufficient to fully explain your request, please provide additional details in the space below.)

C. Please indicate your preferred method for receiving our response to your application:

- ☐ I request that the response be sent to my postal address.
- ☐ I request that the response be sent to my e-mail address.
- ☐ I wish to receive the response in person.
- (In case of receipt by proxy, a notarized power of attorney or an authorization certificate must be provided.)
- ☐ I request that the response be sent to the fax number I have specified.

D. Right of the Personal Data Owner (Data Subject) to File a Complaint with the Board

Pursuant to Article 14 of the Law on the Protection of Personal Data (PDP Law), if an application is rejected, the response is found to be insufficient, or no response is provided within the prescribed time, the data subject may file a complaint with the Board within thirty (30) days from the date of learning of our Company's response, and in any case, within sixty (60) days from the date of the application.

Please note that a complaint cannot be filed with the Board without first submitting an application to our Company.

E. Contact information of the Personal Data Owner (Data Subject):

This Personal Data Owner Application Form has been prepared to identify your relationship with our Company, determine any personal data processed by our Company, and ensure that your application is responded to accurately and within the legally prescribed timeframe. To mitigate legal risks arising from unauthorized or unlawful data sharing, and to ensure the security of your personal data, our Company reserves the right to request additional documents or information (e.g., a copy of your identity card or driver's license) for purposes of identity and authorization verification. Our Company assumes no liability for requests resulting from inaccurate or outdated information provided in the form, or from applications submitted by unauthorized persons. The information and documents specified in this form and submitted to us will be processed by our Company solely for the purposes of evaluating, responding to, and finalizing the application, in accordance with Article 13 of the Law. The data obtained through this form and application process may be collected in written, verbal, electronic, or physical form. As part of the evaluation process, relevant information may be shared with our Company's affiliates and third-party service providers, including law firms, for the purpose of finalizing the application. You may exercise your rights under Article 11 of Law No. 6698 in accordance with the procedures and conditions outlined in this form.

Name:	
Surname:	
Turkish Republic ID Number: (For citizens of the Republic of Türkiye)	
Nationality / Passport Number / Foreign ID Number: (For foreign nationals, if applicable)	
Residential or Workplace Address for Notification:	
Telephone Number or Fax Number: (if any)	
E-mail Address: (Providing an e-mail address may allow for a quicker response)	
Application Date:	
Signature: (Required for written applications)	

Note: According to the [Communiqué on the Procedures and Principles of Application to the Data Controller](#), applications must include: a) name, surname, and signature if the application is made in writing, b) Turkish Republic identification number for citizens of the Republic of Türkiye or nationality, passport number, or identification number, if any, for foreigners, c) residential or workplace address for notification, and ç) electronic mail address, telephone number, and fax number for notification, if available, as well as d) the subject of the request.