



**KALE HAVACILIK SAN. A.Ş.
DATA SUBJECT APPLICATION FORM**

1. GENERAL EXPLANATIONS

This present Application Form is prepared in order to enable personal data subjects exercise rights recognized to them as per article 11 and following articles of the Law on the Protection of Personal Data no. 6698 (the “Law”).

2. METHOD OF APPLICATION

Applications to be filed under article 13/1 of the Law have to be submitted to the Company in writing or via other methods designated by the Protection of Personal Data Board. Accordingly, the address for sending this present Form is Kale Havacılık San. A.Ş.’s “Aydınlı Serbest Bölge Mah. 6.Sok, No:5 34957 Tuzla/Istanbul”. This present Application Form may also be submitted to address of the company personally, provided that it is in writing, or via registered mail with return receipt requested or by sending an e-mail to kh-kvkk@kaleaero.com.

Applications submitted to the company will be answered within no later than thirty days from delivery date of your request to the Company, as per article 13/2 of the Law. Durations of answers to be given to applications may be shorter or longer according to contents of request, but in any case answer would be given without exceeding thirty days from date of receipt of application by the Company; durations elapsing in mail are not included in such thirty days. Our answers will be submitted to you in writing or electronically as per provision of article 13 of applicable Law based on your choice in this present Application Form.

Our answer being informative and satisfactory depends on submission to us of this form and information and documents asked from you according to nature of your request in full and correctly. For this reason, please ensure that information and documents asked are submitted properly, otherwise setbacks may occur in execution of examination in full and quality manner which will be made by the Company based on your request. In case information and documents requested by the company in this present application form are incomplete, you will be contacted, submission of such information and documents to the Company as

Kale Havacılık Sanayi A.Ş

Aydınlı Serbest Bölge Mah. 6.Sokak No:5 Tuzla-İstanbul 34957

T 0216 581 4000 F 0216 581 40 01

www.kaleaero.com

soon as possible will be demanded. Thus, until such information and documents are properly delivered to the Company, thirty days, duration for answering your application, will pause. In this case, legal rights of the Company are reserved.

3. INFORMATION REGARDING APPLICANT

The following information has to be submitted to us so that we can identify the “applicant” related to application you filed and we can perform necessary examination, evaluation and analyses within the Company according to nature of your request.

Name – Last Name :

T.R. ID Number :

Address :

Mobile Phone :

Electronic Mail Address :

Has your relationship with the Company ended?

Yes

No

Your Relationship with the Company :

Customer

Business Partner (Real person employees, shareholders and officials of legal persons who are in commercial or corporate relationship with the Company.)

Visitor

Other

Former Employee

Years worked and department where he worked last:

Employee candidate

Date on which he made a job application and department:

Inside the Company you are in contact with

Unit:.....

Subject:.....

The reason for requesting the above-mentioned personal data is ability to evaluate this present Application Form satisfactorily, making sure that personal data in answer to be given are submitted to real data subject and ability to answer; further they are also requested to obtain more detailed information about your application, to inform you about our examination processes, to be able to submit to you results of your application safely. Information in this present Application Form is not made subject of data processing for other purposes.

4. REQUESTS OF APPLICANT

Rights you can request from the Company who is data controller as per article 11 of the Law are listed below. According to content of your request, an examination and evaluation will be performed within the Company, as a result your request will be answered as per article 13/3 of the Law.

4.1. REQUESTS OF DATA SUBJECT

As a data subject, please check relevant box at the following list for circumstance or circumstances about which you want to have information as per articles 11 and 13 of the Law.

YOUR REQUEST	NECESSARY INFORMATION/DOCUMENT	YOUR CHOICE
<p>1. I want to learn whether my personal data are processed by your Company.</p>	<p>If you want to obtain information concerning a special type of datum, please specify. </p>	

<p>2. I want to learn for what purposes my personal data are processed by your Company.</p>	<p>If you want to obtain information concerning a special type of datum, please specify.</p> <p>.....</p> <p>.....</p>	
<p>3. I want to learn whether my personal data are used as intended by your Company.</p>	<p>If you want to obtain information concerning a special type of datum, please specify.</p> <p>.....</p> <p>.....</p>	
<p>4. If my personal data are transferred to third parties at home or abroad, I want to know such third parties transferred.</p>	<p>If you want to obtain information concerning a special type of datum, please specify.</p> <p>.....</p> <p>.....</p>	
<p>5. I consider that my personal data are processed incomplete or wrong and want correction of the same.</p>	<p>Please specify information you consider being processed incomplete and wrong and how correct form of such information should be.</p> <p>.....</p> <p>.....</p>	
<p>6. I want correction of my personal data I consider being processed incomplete/wrong also before third parties to whom they are transferred.</p>	<p>Please specify information you consider being processed incomplete and wrong and how correct form of such information should be.</p> <p>.....</p> <p>.....</p>	
<p>7. I want deletion/ destruction of my personal data due to disappearance of reasons that require</p>	<p>Specify what data are subject to this request of yours and what is the outcome you consider being against you, please attach certifying information and documents regarding such matters to the Form.</p>	

<p>processing of the same¹.</p>	<p>.....</p>	
<p>8. I want deletion/ destruction of my personal data also before third parties to whom they are transferred due to disappearance of reasons that require processing of the same².</p>	<p>If this request of yours only concern a part of your personal information, specify such data and grounds for this request of you along with certifying information and documents, please attach certifying information and documents regarding such matters to the Form.</p> <p>.....</p>	
<p>9. I consider that my personal data processed by Kale Havacılık are analyzed exclusively through automated systems and as a result of such analysis an outcome arises against me. I object to such outcome.</p>	<p>Specify grounds for this request of you and outcome of circumstance regarding your request for obtaining information, please attach certifying information and documents regarding such matters to the Form.</p> <p>.....</p>	
<p>10. I request indemnification of loss I incurred due to processing of my personal data unlawfully.</p>	<p>Specify grounds for this request of you and loss you consider having incurred at the following space; please attach certifying information and documents regarding such matters (Resolutions of the Protection of Personal Data Board or court) to the Form.</p> <p>.....</p>	

¹ Pursuant to article 7/3 of the KVKK, principles and procedures to be set forth by regulation to be issued are reserved.

² Pursuant to article 7/3 of the KVKK, principles and procedures to be set forth by regulation to be issued are reserved.

In case of applications to be filed by 3rd parties on behalf of data subject, a power of attorney certified by a Notary Public along with this present Form, in case of applications to be filed on behalf of children under guardianship/custody a copy of documents proving relationship of guardianship/custody along with this present Form must be submitted to the Company, respectively.

For the purpose of ensuring security of your personal data, within seven (7) days from date of delivery of your application for information acquisition to the Company, the Company may contact you for the purpose of confirming that you are data subject, may request some information and documents from you on this matter. Information and documents you provide to us in this scope will be promptly destroyed following confirmation that you are data subject³.

In the event requested information and documents are incomplete, information and documents need to be completed and submitted to us upon our request. Until information and documents are submitted to us in full, the thirty (30) day duration specified at article 13/2 of the Law concerning finalization of request will be suspended.

5. FINALIZATION OF DATA SUBJECT'S REQUEST

Your request will be answered in conformity with the law as soon as possible from date of delivery to the Company or if its content necessitates, within no later than thirty (30) days. Our answers and evaluations will be conveyed to you according to method of communication you prefer in this present application form, in writing or electronically, as per article 13 of the Law.

I want that outcome regarding my application is sent to my Electronic Mail address I notified above.	
I want that outcome regarding my application is sent via post to my address I notified above.	

Your requests will be finalized by the Company free of charge, in case answering process results in separate cost, fee in amounts designated under applicable legislation may be charged and notified to you.

³ Pursuant to article 7/3 of the KVKK, principles and procedures to be set forth by regulation to be issued are reserved.

6. DECLARATION OF APPLICANT

Kindly examine the application I filed to your Company in accordance with above-mentioned requests as per article 13 of the Law and provide information to me.

I declare and undertake that my documents and information I provided to you in this present application are true, current and belong to me.

I authorize that information and documents I provided in this present application form are processed by your Company limited to the purposes of evaluation, answering of application I filed pursuant to article 13 of the Law on the Protection of Personal Data no. 6698, delivery of my application to me, determination of my identity and address.

Applicant	
Name – Last Name	
Application Date	
Signature	