

DATA SUBJECT APPLICATION FORM REGARDING THE APPLICATIONS TO THE DATA CONTROLLER

GENERAL EXPLANATION

Personal data subjects defined as data subjects (“Data Subject”) in the Turkish Data Protection Act No. 6698 (“the Act”) are granted certain rights regarding processing of personal data in Article 11 of the Law.

In accordance with the first paragraph of Article 13; applications to be made regarding these rights must be communicated with **ODC İş Çözümleri Dan. Tic. A.Ş.** (“Data Controller” or “Company”) in writing or via other methods determined by the Personal Data Protection Board (“Board”)¹.

METHODS OF APPLICATION:

In accordance with paragraph 1 of article 13 of the Act No. 6698 and the Communique Regarding the Procedures and Principles for Application to the Data Controller No. 30356, dated 10.03.2018, you may submit your request for exercise of your rights mentioned above, in Turkish and in writing or by registered electronic mail (KEP) address, secure electronic signature, mobile signature or the electronic mail address previously notified to the Company and registered in our system. Only information about the applicant will be given in the applications and it will not be possible to obtain information about other family members and third parties. The Company reserves the right to verify your identity before responding.

Your application must include:

- a) Your name, surname and, if the application is written, your signature,
- b) Your Turkish ID number for citizens of the Republic of Turkey, if you are a foreigner, your nationality, passport number or your identity number, if any,
- c) Address of your place of residence or your place of business for the purposes of notices,
- ç) Your electronic mail address, telephone and fax number, if any, for the purposes of notices,
- d) Subject of your request,

and information and documents related to the subject, if any, should be attached to the application.

You may make your applications that you want to make in writing by attaching the required documents as the data controller and sending them to the address of our Company at Çubuklu Mahallesi, Kavak Sok. Kavacık Ticaret Merkezi B Blok D:18, 34805 Beykoz/İstanbul.

You may make your applications that you desire to make by e-mail by sending them to the e-mail address kvkk@smartmessage.com. You can submit your applications via the KEP to our KEP address odcisozumleri@hs02.kep.tr.

According to the nature of your request, the information and documents required for identification must be submitted to us completely and accurately. In cases where the requested information and documents are not provided properly, there may be problems in complete and qualified conduct of investigations to be performed by the Company upon your request. In this case, the Company declares that it reserves its statutory rights. For this reason, your request for application should be dispatched completely and in a manner that shall include the requested information and documents based on nature of your request.

¹ Should you have any questions regarding the application form, you may contact us via the methods indicated in our contact page.

IDENTIFICATION OF THE DATA SUBJECT AND CONTACT INFORMATION FOR THE APPLICATION

Please note that we need you to provide the information below in order for us to properly identify the “applicant” and to conduct the necessary research in the Company based on the characteristics of your request.

Furthermore, your contact information is required to receive more detailed information from you regarding your application, to brief you about our review processes and to inform you about the outcome of your application.

Name and Surname:

Identity No:

Nationality:

(for foreign data subjects)

or **Passport Number :**

(for foreign data subjects)

Birthday:

E-mail Address:

(If you fill this field we will contact you as quickly as practicable)

Residential or Business Address:

Mobile phone:

Signature:

(Please sign here in case of hard copy deliveries)

In order to ensure the safety of your personal data, you may be contacted by our Company within seven (7) days after your application to verify that the applicant is the data subject themselves.

In case the information and the documents requested in this form are not complete, the documents and information in question should be submitted to our Company completely upon our request. The period of thirty (30) days envisaged in the Article 13/2 of the Act shall be suspended until the information and documents are provided to our Company.

Please mention your relationship with our Company.

(Customer, business partner, employee candidate, former employee, third party company employee, shareholder, etc)

<input type="checkbox"/> Client <input type="checkbox"/> Visitor	<input type="checkbox"/> Business Partner <input type="checkbox"/> Other:
The person/the unit you have contacted within our Company:..... Subject:	

<input type="checkbox"/> Former employee <i>Years:</i> <input type="checkbox"/> Other:	<input type="checkbox"/> I applied for a job/I have sent my CV <i>Date:</i> <input type="checkbox"/> Third party Company's employee <i>Company's name and your status:</i>
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Please specify in detail your request deriving from the Act and the personal data that are subject to your request:

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Please choose the method of notification for receiving our reply to your request:

- I would like the reply to be delivered to my address.
- I would like the reply to be delivered to my e-mail or KEP address.
(In case you choose e-mail, we may provide a faster answer to your application.)
- I would like to receive it as hard copy.

(Should you prefer to receive it by proxy, a notarized power of attorney or an authorization certificate must be provided.)

Request No	Subject of the Request	Your Preference
1	<p>I would like to know whether the Company processes my personal data</p> <p><i>Article 11/1 (a) of Turkish Data Protection Act</i></p>	<input type="checkbox"/>
2	<p>If the Company processes my personal data, I would like to be informed about this processing activity.</p> <p><i>Article 11/1 (b) of Turkish Data Protection Act</i></p>	<input type="checkbox"/>
3	<p>If the Company processes my personal data, I would like to be informed about the purpose of this data processing and whether the data processed are being used for the indicated purpose</p> <p><i>Article 11/1 (c) of Turkish Data Protection Act</i></p>	<input type="checkbox"/>
4	<p>If my personal data are being transferred to third parties in Turkey or abroad, I would like to be informed on these third parties</p> <p><i>Article 11/1 (ç) of Turkish Data Protection Act</i></p>	<input type="checkbox"/>
5	<p>I believe that my personal data have been processed deficiently or erroneously and I would like them to be corrected.</p> <p><i>Please insert the personal data you wish to be corrected to the "Your Preference" field and send the documents showing correct and complementary information attached to this form (Identity Card copy, certificate of residence, etc).</i></p> <p><i>Article 11/1 (d) of Turkish Data Protection Act</i></p>	<p>Data to be corrected;</p> <input type="checkbox"/>
6	<p>In spite of the fact that my personal data were processed in accordance with the Law and relevant legislation, I believe that the reasons necessitating their processing no longer exist; therefore, I would like my personal data to be</p> <p>a) deleted b) anonymized.</p> <p><i>Article 11/1 (e) of Turkish Data Protection Act</i></p>	<p><i>Please check only one of the boxes.</i></p> <p>a) <input type="checkbox"/></p> <p>b) <input type="checkbox"/></p>
7	<p>I would like my personal data, which I believe to be processed deficiently erroneously (Request No 5) to be also corrected by third persons to whom these data were transferred.</p> <p><i>Please insert the personal data you wish to be corrected to the "Your Preference" field and send the documents showing correct and complementary information attached to this form (Identity Card copy, certificate of residence, etc)</i></p> <p><i>Article 11/1 (f) of Turkish Data Protection Act</i></p>	<p>Data to be corrected;</p> <input type="checkbox"/>
8	<p>In spite of the fact that my personal data were processed in accordance with the Act and relevant legislation, I believe that the reasons necessitating their processing no longer exist (Request No 6) and therefore, I would like my personal data to be</p> <p>a) deleted or b) anonymized by the third parties to whom these data were transferred.</p> <p><i>Article 11/1 (f) of Turkish Data Protection Act</i></p>	<p><i>Please check only one of the boxes.</i></p> <p>a) <input type="checkbox"/></p> <p>b) <input type="checkbox"/></p>
9	<p>I believe that my personal data processed by the Company have been analyzed exclusively by automatic systems and that the results of this analysis is not in my favour. I would like to object to this result.</p> <p><i>Please insert the analysis result, which you believe not to be in your favour, in the "Your Preference" field and send the documents supporting your objection attached to this form.</i></p> <p><i>Article 11/1 (g) of Turkish Data Protection Act</i></p>	<p>Analysis result;</p> <input type="checkbox"/>

10	<p>I have sustained damages due to illegal processing of my personal data. I would like this damage to be compensated.</p> <p>Please describe the situation which you believe to be illegal in the "Your Preference" field and send the supporting documents attached to this form (court verdict, Board's decision, documents showing the amount of the material damage, etc.)</p> <p><i>Article 11/1 (h) of Turkish Data Protection Act</i></p>	Illegal situation; <input data-bbox="1203 226 1254 277" type="checkbox"/>
<p>Please be kind to assess my application to the Company based on my request herein above in accordance with Article 13 of the Law and to brief me of the outcome of my application.</p> <p>Name & Surname:</p> <p>Application Date:</p> <p>Signature:</p>		