

KARDEM TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ
DATA SUBJECT and EMPLOYEE REQUEST FORM

1. General Information

The Personal Data Protection Act No. 6698 (“KVKK”) gives the right to make certain requirements in relation to the processing of personal data.

Kardem Tekstil Sanayi ve Ticaret Anonim Şirketi (hereinafter referred to as “Kardem” or the “Company”), makes an assessment of the rights of data subjects and employees arising from their data ownership titles and informs the relevant individuals and employees through this Data Subject and Employee Request Form in accordance with Article 13 of the Personal Data Protection Act.

2. Right to make a Request and How to Do it

Requests by data subjects and employees regarding their rights under the Personal Data Protection Act must be submitted to us in writing in accordance with Article 13 of the Personal Data Protection Act or in such other manner as determined by the Data Protection Committee (“Board”):

How to Make a Request	Description	Address for Making a Request
Website	Filling out of the application form on Www.kardem.com and sending an originally signed copy in person or through a notary public.	Ekin Caddesi No: 25 Esenyurt 34513 Istanbul/Turkey
Digital Environment	Sending via registered e-mail address, secure electronic signature, mobile signature or e-mail address with company extension / e-mail address with company extension previously communicated to Kardem by the employee and registered in Kardem's system.	human.resources@kardem.com

**Applications must be submitted in writing under the title "Information Request Under the Personal Data Protection Law."*

3. Data Subject Contact Details

Name / Surname	
REPUBLIC OF TURKEY Identity number/nationality, passport number or identity number for foreigners, if available	
Phone Number	
E-mail number	
Residential/workplace address for receiving notifications	

Affiliation with Kardem	<input type="checkbox"/> Supplier Official/Employee	<input type="checkbox"/> Employee
	<input type="checkbox"/> Customer/Potential Customer	<input type="checkbox"/> Employee Candidate
	<input type="checkbox"/> Other	<input type="checkbox"/> Visitor
	Please specify: _____ _____	

4. Requests Data Subjects Can Make

Please choose from below what your request is about:

	Subjects of Request and Legal Basis	Your Choice
1	I would like to find out whether my personal data is processed by your company. (Personal Data Protection Act section 11/1 (a))	
2	If my personal data is being processed, I request information about the data processing activity. (Personal Data Protection Act section 11/1 (b))	
3	If my personal data is being processed, I would like to know the purpose of this data processing and whether it is used in accordance with the purpose of processing. (Personal Data Protection Act section 11/1 (c))	
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. (Personal Data Protection Act section 11/1 (ç))	
5	I request the correction of my personal data that is incomplete or incorrectly processed by your company. <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> (Personal Data Protection Act section 11/1 (d))	
6	I think that the reasons requiring the processing of my personal data no longer apply and within this framework, I request that my personal data be deleted, destroyed or anonymized. (Personal Data Protection Act section 11/1 (e))	
7	I want my personal data (Request No: 5), which I think is incomplete or incorrectly processed, to be corrected by the third parties to which it is transferred. (Personal Data Protection Act section 11/1 (f))	
8	I request the deletion, destruction or anonymization of my personal data (Request No: 6) that I think is incomplete or incorrectly processed by the third parties to which it is transferred. (Personal Data Protection Act section 11/1 (f))	
9	I object to results that are against me by analyzing my personal data exclusively through automated systems. (Personal Data Protection Act section 11/1 (g))	
10	I request compensation for the damage I have suffered due to the unlawful processing of my personal data. (Personal Data Protection Act section 11/1 (ğ))	

4.1. Situations Outside the Scope of the Right to Make a Request

Pursuant to Article 28 of the Personal Data Protection Act, data subjects will not be able to assert their rights in the following cases:

- (1) Processing of personal data by real persons within the scope of activities related to themselves or their family members living in the same household, provided that they are not given to third parties and that the obligations regarding data security are complied with,
- (2) Processing of personal data for purposes such as research, planning and statistics by anonymization with official statistics,
- (3) Processing of personal data for artistic, historical, literary or scientific purposes, or in the context of freedom of expression, provided that it does not violate national defense, national security, public safety, public order, economic security, privacy or rights of personality, or does not constitute a crime,
- (4) Processing of personal data in the course of preventive, protective and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defense, national security, public safety, public order or economic security,
- (5) Processing of personal data by judicial authorities or law enforcement authorities in connection with investigation, prosecution, judicial proceedings or enforcement proceedings.

Pursuant to Article 28(2) of the Personal Data Protection Law, data subjects may not exercise their rights (except for the right to compensation):

- (1) The processing of personal data is necessary for the prevention of crime or for criminal investigations.
- (2) Processing of personal data made public by the data subject.
- (3) The processing of personal data is required by the authorized and authorized public institutions and organizations and professional organizations in the nature of public institutions for the fulfillment of supervisory or regulatory obligations and for disciplinary investigations or prosecutions based on the powers granted by law.
- (4) The processing of personal data is necessary for the protection of the economic and financial interests of the State in budgetary, fiscal and financial matters.

5. Our company's response procedure and time-frame for processing applications

Pursuant to section 13 of the Personal Data Protection Law, our company will process the application requests submitted to our company by the data subject as soon as possible and no later than within 30 (thirty) days free of charge, depending on the nature of the request. However, if the transaction requires additional costs, the fee may be charged to applicants at the rate established by the Board of Directors.

To ensure the security of your personal information, our company may request information from the applicant for identification and authorization purposes.

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

- (1) Preventing other people's rights and freedoms
- (2) Requiring disproportionate effort
- (3) Information being publicly available

(4) Compromising the privacy of others

(5) Existence of one of the situations not covered by the Personal Data Protection Act

Please indicate how you would like to be notified of our company's response to your application:

1	I would like a written response.	
2	I would like a digital response.	

6. Data Subject's Right to Make a Complaint to the Board

Pursuant to section 14 of the Personal Data Protection Law, in cases where the request is rejected, the response is found to be insufficient or the request is not answered in a timely manner, the data subject may file a complaint with the Board of Directors within 30 (thirty) days from the date of the response from our Company and, in any case, within 60 (sixty) days from the date of the request.

No complaint may be made to the Board until an application has been submitted to our Company.

Data Subject (Applicant) Details:

Name / Surname:

Date of Application:

Signature:

Contact Details: