

	PERSONAL DATA OWNER (CONCERNED PERSON) INFORMATION APPLICATION FORM	Document Number FRM-6.2-90 Issue Date 01/12/2019 Page 1 of 3 Revision - Revision Date -
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To the Management of Stargrup Cam Sanayi A.Ş.

1. You may communicate your application for your requests under your rights set forth in article 11 of the Personal Data Protection Law No. 6698 (“**the Law**”) to our Company with this form using one of the methods listed below pursuant to article 13 of the Law and article 5 of the Communiqué on Procedures and Principles for Applying to a Data Manager.

	APPLICATION METHOD	APPLICATION ADDRESS	INFORMATION TO BE PRESENTED FOR APPLICATION
1. Application in Writing	Application with wet signature in person (FRM-6.2-90) or via a Notary	Hadımköy Mah. Mustafa İnan Cad. No 17 Arnavutköy/ Istanbul	Write “Information Request under the Personal Data Protection Law” on the envelope/notice.
2. Via Registered Electronic Mail (KEP)	Via Registered Electronic Mail (KEP)	stargrupcam@hs01.kep.tr	Enter “Information Request under the Personal Data Protection Law” in the subject section of the e-mail.
3. Application via Electronic Mail Address Registered in our System	By using your electronic mail address registered in our Company’s system	ik@stargrup.com.tr	Enter “Information Request under the Personal Data Protection Law” in the subject section of the e-mail.

<u>Prepared by</u> Human Resources Department	<u>Approved by</u> Board of Directors
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2. Please complete the spaces below for us to contact with you and verify your identity.

Name Surname	
Personal Identification Number / Passport Number or Identification Number for Foreign Nationals	
Residential Address for Notification / Business Address	
Cellular Phone	
Telephone Number	
Fax Number	
E-mail Address	

3. Your Relation with the Company

Customer Employee Former Employee Other

4. Subject Matter of Request

I kindly request to be provided with information about the items I marked below (..... items) regarding my personal data. The application must be accompanied with any information and documentation on the subject.

- a. To learn whether or not personal data is processed,
- b. If personal data is processed, to request information thereon,
- c. To learn the purpose of processing personal data and whether or not it is used for that purpose,
- d. To know about any third parties to which personal data is transferred at home or abroad,
- e. In case any personal data is processed incompletely or wrongly, to request correction thereof,
- f. To request deletion or destruction of personal data pursuant to the requirements provided in the relevant legislation,
- g. To request notification of third parties to which personal data is transferred of any transactions made under clauses (e) and (f),
- h. To object to emergence of any consequence against the person by analyzing any processed data particularly via automatic systems,
- i. In case of incurring any damages due to unlawful processing of personal data, to claim indemnification for such damages.

Prepared by
Human Resources Department

Approved by
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5. Please choose the method for conveying the reply to you

I want the reply to be sent to my mail address I have provided in section 2.

I want the reply to be sent to my electronic mail address I have provided in section 2.

I want the reply to be sent to my fax number I have provided in section 2.

In accordance with the requests I stated above, I hereby request evaluation of the application I have made to your Company under Article 13 of the Law and provision of information to me. I hereby acknowledge and undertake that my information and documents I provided you with in this application are correct and up-to-date, your Company may request additional information in order to finalize my application and I was informed that I may have to pay the fee to be determined by the Personal Data Protection Board if it requires any extra cost.

Applying Concerned Person (Data Owner)

Name, Surname:

Application Date:

Signature:

Prepared by
Human Resources Department

Approved by
Board of Directors