

MENATEK SAVUNMA TEKNOLOJİLERİ SANAYİ TİCARET ANONİM ŞİRKETİ**DATA SUBJECT APPLICATION FORM****1. GENERAL**

As a data subject, in order to enable us to assess and resolve applications made by data subjects pursuant to Articles 6698 of the Law on the Protection of Personal Data (“**KVKK**”), this Application Form has been prepared by Menatek Savunma Teknolojileri Sanayi Ticaret Anonim Şirketi (“**Menatek**” or “**the Company**”) in its capacity as the data controller, in order to assess and resolve such applications promptly, effectively and comprehensively.

2. METHOD OF SUBMISSION

As a data subject, in accordance with Articles 11 and 13 of the KVKK, you may submit your requests regarding the application of the KVKK to the Company, acting as the data controller, in writing by completing this form or via other methods determined by the Board:

- By submitting a signed copy of this data subject application form in person to the address: **Esenşehir Mahallesi, Haseki Sk. No: 22/1, Ümraniye/Istanbul**, or
- Submit a signed copy of this data subject application form to the address: **Esenşehir Mahallesi, Haseki Sk. No: 22/1, Ümraniye/Istanbul**, via a notary public or by registered post with return receipt;
- via a registered electronic mail (KEP) address, a secure electronic signature, a mobile signature, or an email sent from an email address with the extension previously notified to our Company and registered in our system to the KEP address **menatek@hs01.kep.tr**

. In accordance with the relevant provisions of the KVKK, for written applications, the date on which the application form is served upon our Company is deemed to be the date of application; for applications made by other methods, the date on which the application is received by our Company is deemed to be the date of application.

3. INFORMATION RELATING TO THE DATA SUBJECT

In accordance with the relevant article of the KVKK, in order for us to identify you and for our Company to carry out the necessary investigations, assessments and analyses regarding your application, we kindly request that you complete the following information in full:

First Name and Surname*	
Turkish ID Number* / For foreign nationals: nationality, passport number or identity number	
Address*	
Telephone*	

Date of update: __/__/__

Email*	
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***Mandatory Fields**

The personal data you have provided above is collected for the purposes of assessing and finalising this form and contacting you, and will not be processed for any other purposes. Please tick the appropriate option regarding your relationship with our company and indicate in the space below whether this relationship is still ongoing.

Customer	☐
Supplier	☐
Current Employee	☐
Former Employee	☐
Job Applicant	☐
Visitor	☐
Intern	☐
Employees of Organisations We Collaborate With	☐
Prospective Customer/Supplier	☐
Corporate Client/Supplier Representative	☐
Campaign Participant	☐
Third Parties	☐
Other Please specify:	☐

4. REQUESTS FROM THE DATA SUBJECT

As the data subject, please tick the relevant box(es) in the list below for the situation(s) regarding which you wish to obtain information under Articles 11 and 13 of the KVKK.

	Subject of the Request	Your Selection
1.	I wish to find out whether my personal data is being processed within the company. (Article 11(1)(a) of the KVKK)	☐
2.	If my personal data is being processed, I request information regarding this data processing activity. (KVKK Art. 11/1 (b))	☐
3.	If my personal data is being processed, I wish to find out the purpose of this data processing and whether it is being used (Data Protection Act, Article 11/1(c))	☐

4.	I request information regarding whether my personal data is transferred to third parties within the country and/or abroad, and, if so, I request information regarding those third parties. (KVKK Art. 11/1 (ç))		☐
5.	I request the rectification of my personal data that has been processed incompletely or incorrectly <i>Please enter the personal data you wish to have rectified in the 'Your Choice' field and attach supporting documents showing the correct and complete information. (e.g. a photocopy of your identity card, proof of address, etc.)</i> (Data Protection Act, Article 11/1(d))		☐
6.	Although my personal data has been processed in accordance with the law and the relevant provisions of other legislation, I believe that the grounds justifying its processing no longer exist; in this context, I request that my personal data: a) Be erased. b) I request that they be destroyed. (Data Protection Act, Article 11/1(e))	a) b)	☐
7.	I also request that my personal data, which I believe has been processed incompletely or incorrectly (Request No. 5), be rectified by the third parties to whom it has been transferred. Please enter the personal data you wish to have rectified in the ' Your Choice ' field and attach supporting documents showing the correct and complete information (e.g. a photocopy of your identity card, proof of residence, etc.) (Data Protection Act, Article 11/1(f))		☐

8.	Although my personal data has been processed in accordance with the law and the relevant provisions of other legislation, I believe that the grounds justifying its processing no longer exist (Request No. 6) and, in this context, I request that my personal data be: a) I request that they be erased. b) I request that they be destroyed. (KVKK Art. 11/1 (f))	a) b)	☐ ☐
9.	I believe that my personal data processed by your company has been analysed exclusively by automated systems and that this analysis has resulted in a decision that is detrimental to me. I object to this decision. <i>Please state the analysis result you consider to be to your detriment in the 'Your Choice' field and attach any supporting documents for your objection.</i> (Data Protection Act, Article 11(1)(g))		☐
10.	I have suffered damage as a result of the unlawful processing of my personal data. I am claiming compensation for this damage. <i>Please state the matter in question in the 'Your Choice' field and attach supporting documents</i> (e.g. court ruling, Board decision, documents showing the amount of financial loss, etc.) (Data Protection Act, Article 11/1(ğ))		☐

In applications made by third parties on behalf of the data subject, a notarised power of attorney must be sent to us together with this form; in applications made on behalf of children under parental authority or guardianship, a copy of the documents evidencing the parental authority or guardianship relationship must be sent to us together with this form.

In order to ensure the security of your personal data, from the date your request for information is received by our Company, we may contact you to verify that you are the data subject and may request certain information and documents from you in this regard. In this context, the information and documents you provide to us will be destroyed immediately following verification that you are the data subject.

Should the requested information and documents be incomplete, you must, upon our request, complete and submit the missing information and documents to us. The *thirty (30)*-day period specified in Article 13(2) of the Personal Data Protection Law regarding the finalisation of the request will be suspended until the information and documents have been fully submitted to us.

5. OUR COMPANY'S PROCEDURE AND TIMEFRAME FOR RESPONDING TO REQUESTS

In accordance with Article 13 of the KVKK, our Company will assess requests submitted by data subjects and finalise them within 30 (thirty) days at the latest, as stipulated under the KVKK. Whilst the principle is that no fee shall be charged in relation to such requests, our Company reserves the right to charge a fee in accordance with the fee schedule determined by the Personal Data Protection Board.

Our Company may either accept the request or, by stating its reasons, reject it on the grounds listed below and notify the data subject of its decision in writing or electronically. A data subject's request may be rejected in the following circumstances:

- Where it would infringe upon the rights and freedoms of others
- If it requires a disproportionate amount of effort
- The information is already in the public domain
- It jeopardises the privacy of others
- Where one of the following circumstances, which fall outside the scope of the Personal Data Protection Act (KVKK), applies

Please indicate your preferred method of receiving the response to your request from our Company:

Your Choice of How to Be Notified of the Response to Be Provided by Our Company	Your choice
I wish to collect it in person. (If collection is to be made by a representative, a notarised power of attorney or authorisation document must be provided.)	
I would like it to be sent to my postal address	
I would like it to be sent to my email address.	

6. THE DATA SUBJECT'S RIGHT TO LODGE A COMPLAINT WITH THE BOARD

In accordance with Article 14 of the Personal Data Protection Law, the data subject may lodge a complaint with the Personal Data Protection Board within thirty days from the date on which they receive the data controller's response, and, in any event, within sixty days from the date of the application, in cases where their application is rejected, they deem the response insufficient, or no response is provided within the prescribed timeframe.

In accordance with the relevant legislation, a complaint cannot be lodged with the Personal Data Protection Board without first submitting a request to our Company.

7. OTHER MATTERS

Our Company may request additional information from the data subject and may ask the data subject questions regarding their request in order to clarify the matters set out therein.

8. CIRCUMSTANCES FALLING OUTSIDE THE SCOPE OF THE RIGHT TO SUBMIT A REQUEST

Pursuant to Article 28 of the KVKK, as the following cases are excluded from the scope of the KVKK, data subjects will not be able to exercise their rights to submit a request:

- The processing of personal data for purposes such as research, planning and statistics, where the data has been rendered anonymous for official statistical purposes.
- The processing of personal data for artistic, historical, literary or scientific purposes, or within the scope of freedom of expression, provided that such processing does not infringe national defence, national security, public safety, public order, economic security, the privacy of private life or personal rights, nor constitutes a criminal offence.

Date of update: __/__/__

- The processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations authorised by law to safeguard national defence, national security, public safety, public order or economic security.
- The processing of personal data by judicial authorities or enforcement authorities in connection with investigations, prosecutions, trials or enforcement proceedings.

Pursuant to Article 28(2) of the Personal Data Protection Act (KVKK), with the exception of the right to claim compensation for damages, it is not possible to exercise one's rights in the following circumstances:

- Where the processing of personal data is necessary for the prevention of a criminal offence or for a criminal investigation,
- The processing of personal data that has been made public by the data subject themselves,
- Where the processing of personal data is necessary for the performance of supervisory or regulatory duties, or for disciplinary investigations or prosecutions, by public institutions and organisations, or professional bodies with the status of public institutions, acting on the authority granted by law,
- Where the processing of personal data is necessary for the protection of the State's economic and financial interests in relation to budgetary, tax and financial matters.

I request that my application for access to information, made in accordance with the Personal Data Protection Act (KVKK), be assessed and concluded in accordance with the request(s) I have set out above; I hereby acknowledge, declare and undertake that the information and documents I have provided to you in this application are accurate, up-to-date and belong to me.

Data Subject (Applicant):

First Name Surname:

Address:

Signature:

Date: