

## **INFORMATION ON APPLICATIONS TO DATA CONTROLLER**

The information and application form hereby is prepared to identify your relationship with our company in terms of personal data and to reply to your requests correctly and within the period determined by the law. Our company reserves the right to request additional documents in order to determine identity and authority of persons to prevent legal risks that might result from unlawfully and wrongfully sharing data and particularly to ensure the security of your personal data. Our company declines responsibility for applications made with information that is not correct and up-to-date or for applications made without the required authority. The applicant is liable for such applications.

### **Evaluation Process**

Your requests will be concluded within the shortest period and latest within 30 days depending on the nature of your request.

### **Application Method and Requirements**

Pursuant to Article 13 of the Law on Protection of Personal Data, applications must be made in writing or in other methods determined by the Data Protection Board. Relevant documents and information must be added to the application.

Applications must be made by using our application form with an attached identity document (copy of driving licence or passport). Information on blood type, disability/prosthesis, marital status, religion and photographs must be hidden/covered/anonymized. Please do not share this information with us. Otherwise our company shall not be held responsible for processing of this information by automatic systems.

The personal data you provide below is collected for the purposes of evaluating this application form, responding to it and to maintain communication with you. This personal data is not subject to data processing for any other purpose.

In case of third party applications on behalf of data subject, a notarized letter of proxy is required in addition to this application form. In case of applications on behalf of children under guardianship/custody, a copy of a document certifying the relationship of guardianship/custody must be sent.

Application Method	Application Address	Important Requirements
<ul style="list-style-type: none"><li>Wet-ink-signed copy of application form delivered by hand</li><li>Via notary</li><li>Registered letter with return receipt</li></ul>	Aydınevler Mh. Gökçe Sk. No:3 Maltepe / İSTANBUL	“Law of Protection of Personal Data Information Request” must be written on the letter.
<ul style="list-style-type: none"><li>KEP (registered e-mail) address</li></ul>	turkytong@hs01.kep.tr	“Law on the Protection of Personal Data Information Request” must be written in the subject section of the email.
<ul style="list-style-type: none"><li>Secure electronic signature</li><li>Mobile signature</li><li>Via the email address which is stated to us by you and is registered in our system</li></ul>	ytongkvk@ytong.com.tr	“Law on the Protection of Personal Data Information Request” must be written in the subject section of the email.

## Evaluation Process

Your requests will be concluded within the shortest period and latest within 30 days depending on the nature of your request.

In order to ensure security of your personal data, Türk Ytong A.Ş. (Ytong) can contact you within 7 days after the delivery of your application to confirm that you are the data subject and request certain information or documents. Information and documents provided for this purpose will be destroyed immediately following confirmation of your identity as the data subject. In case the requested information and documents are incomplete, the missing documents and information must be delivered to us upon our request. The 30 day period specified in Article 13/2 of the Law on the Protection of Personal Data with regards to the conclusion of application shall be suspended until the documents and information are provided to us as complete.

Following the evaluation, your request:

- Can be accepted and fulfilled.
- Or can be rejected. In this case, reasons for rejection will be stated and our reply will be delivered to you in writing as hard copy or in electronic form.

Our answer to your application is free of charge up to 10 pages. For each page above 10 pages, a fee may be requested in accordance with the relevant legal regulations. If the reply to your application is delivered in forms such as CD or flash disk, the cost of this form will be requested from you. If the application is due to a mistake of our company, you will be refunded.

We kindly ask you to provide all of the information requested below in order to conduct the necessary research, evaluation and resolutions as Ytong. If you are the authorized agent, employee or representative of a legal entity, you will have to specify this matter below separately.

#### Data Controller Application Form Pursuant to the Law on Protection of Personal Data

Full Name	
Turkish ID Number or Nationality and Passport No (and ID No if available)	
Permanent notification address of residency or work place	
E-mail address Mobil number Fax	

Please specify your relationship with our company.

**Supplier**

Service provided:

Relevant department and contact person:

Date:

**Business Partner/Solution Partner/Consultant**

Relevant department and contact person:

Date:

**Former Employee**

Employment period:

Department of employment:

Role:

**Job Applicant/CV submitter**

Application/submission channel:

Relevant person:

Date:

**Visitor**

Person/department visited:

Reason for visit:

Date:

**Other**

Relevant person:

Date:

Please state your request under the Law on Protection of Personal Data.

Your request	Required Information/Document	Your choice
I would like to know whether Ytong is processing my personal data.	Please state if you would like to be informed about a specific type of data:	
I would like to know the purposes for processing of my personal data.	Please state if you would like to be informed about a specific type of data:	
I would like to know whether my personal data is used in accordance with the above purposes.	Please state if you would like to be informed about a specific type of data:	
If my personal data is transferred to third parties domestically or abroad, I would like to know the identity of these parties.	Please state if you would like to be informed about a specific type of data:	
I think that my personal data is processed incorrectly or incompletely, and I would like this to be corrected.	Please state the personal data that you think is processed incorrectly or incompletely, and what the correct version of this information should be.	
I would like the personal data that I think is incorrectly or incompletely processed to be corrected by third parties, too.	Please state the personal data that you think is processed incorrectly or incompletely, and what the correct version of this information should be.	
I would like my personal data to be deleted/destroyed because the reasons for processing have ceased to exist.	Please state the data related to your request and the outcome which you think is to your detriment, please attach documents and information demonstrating this situation.	
I would like my personal data to be deleted/destroyed by	Please state the data related to your request, provide documents and information expressing the reasons for	

third parties, too, because the reasons for processing have ceased to exist.	your request and attach documents and information to support your reasons.	
I think that my personal data is analysed exclusively by automatic systems and this analysis has resulted in a situation to my detriment.	Please state the reason for your request and the outcome of the situation related to your request. Please attach documents showing this situation.	
I request compensation for damages I suffered due to unlawful use of my personal data.	Please state in the below section the damage that you think you have suffered. Please attach documents and information supporting and certifying this situation (decisions of Board of Protection of Personal Data or court orders)	
Please choose the method through which you would like to receive our reply to your application.	<ul style="list-style-type: none"> <li>- Mail delivery to my postal address</li> <li>- Email If you choose this method, we will be able to reply more quickly.</li> <li>- Collection by hand In case of receipt by your agent, notarized letter of proxy or letter of authority is required.</li> <li>- Fax Delivery via fax must be confirmed by you with signature, otherwise our reply will be sent to your postal address, too.</li> </ul>	
Please state documents attached to support your application.		

I would like my Law on Protection of Personal Data information application to be evaluated and finalized with consideration of the requests stated above and I confirm and guarantee that the documents and information I provided in the application hereby are correct, up-to-date and are my personal information.

**Applicant (relevant person)** :  
**Legal representative/agent** :  
**Full Name** :  
**Date of Application** :  
**Signature** :