**DATA OWNER APPLICATION FORM FOR THE APPLICATIONS TO BE SUBMITTED TO THE DATA CONTROLLER BY THE PERSONAL DATA OWNER**

**GENERAL REMARKS:**

It is set out under the Law Nr. 6698 on Protection of Personal Data (the "Law") that any personal data owner, as described as the related person in the said Law, may exercise the rights granted with respect to her/his personal data as prescribed in Section 11 of the Law, and also that such person must submit an application[[1]](#footnote-1) to the Data Controller for exercising any such right.

Pursuant to the 1st paragraph of Section 13 of the Law, any application to be submitted to Elleair International Turkey Kişisel Bakım Ürünleri Üretim .A.Ş., being the Data Controller (the “Data Controller” or the “Company"), with respect to such rights must be forwarded to us in writing.

**MANNER OF APPLICATION:**

Accordingly, any application to be submitted to us "in writing" must be forwarded to us by;

1. Presenting an original signed copy of this Application Form, which will have been filled in completely, personally to the address Balçık Mah. Pelitli Yolu Cd.No: 138 Gebze / Kocaelitogether with a document that would allow for the identification; or
2. Sending an original signed copy of this Application Form, which will have been filled in completely, to the address Balçık Mah. Pelitli Yolu Cd.No: 138 Gebze / Kocaelithrough the agency of a notary public, together with a document that would allow for the identification; or
3. Sending this Application Form by means of Registered Electronic Mail (REM) to the address **eitr@daiogroup.com** by signing it by means of "secure electronic signature" as described in the Law Nr. 5070 on Electronic Signatures; or
4. Sending this Application Form to the e-mail address, namely **eitr@daiogroup.com** by signing it by means of "secure electronic signature" as described in the Law Nr. 5070 on Electronic Signatures.

The channels given herein above are the channels for submitting an application "in writing" as per the 1st paragraph of Section 13 of the Law. The manner of receipt of the applications through such other means as required by the Board shall be announced subsequently by our Company.

Your applications, which will have been forwarded to us, shall be replied "free of charge" as soon as possible or within a period of thirty days, at the latest, following the date of receipt of the request by us, depending on the nature of such request as per the 2nd paragraph of Section 13 of the Law. However, in case such process requires any additional cost, the fee as indicated on the tariff determined by the Personal Data Protection Board shall be charged by our Company. Our replies shall be forwarded to you either in writing or electronically as per the provision as prescribed under Section 13 of the said Law.

This form and also the information and documentation required to be submitted by you as based on the nature of your request must be provided in full and accurately to us. If and when any such required information or documentation is not provided properly, some inconvenience may be experienced in respect of perfectly and properly performance of the investigations to be carried out by our Company as based on your request. Our Company hereby represents that its legal rights shall be reserved in such case. Therefore; this form must be sent completely and in a manner so as to include all such required information and documentation as based on the nature of your request.

**IDENTIFICATION OF THE APPLICANT AND THE CONTACT DETAILS WITH RESPECT TO HER/HIS APPLICATION**

For the purpose of being able to identify the "applicant" with respect to the application you have submitted, and to carry out the necessary investigations within the organization of our Company as based on the nature of your request, the information listed herein below must be provided.

In addition to the foregoing, your contact details indicated herein below are requested for the purpose of obtaining more detailed information from you about your application, and informing you about our investigation processes, and also forwarding the outcomes of your application to you.

**Full Name:**

**Republic of Turkey ID Number:**

**Date of Birth:**

**E-mail:**

(We will be able to provide you with a quicker reply as long as you provide your e-mail address).

**Address:**

**Mobile Telephone Number:**

For the purpose of ensuring the security of your personal data, our Company may contact you within a period of seven (7) days following the date of receipt of your application for obtaining information by our Company for confirming that you are the data owner, and it may ask you to provide some information and documentation about such matter.

If and when any such requested information or documentation is missing, such information and documentation will be required to be completed and forwarded to us upon our request thereto. The period of thirty (30) days with respect to conclusion of the request, as specified in Section 13/2 of the Law, shall be suspended until such information and documentation will have been forwarded in full to us.

**Please specify your relationship with our Entity.** *(Such as customer, business partner, prospective employee, former employee, third party company employee, shareholder)*

|  |  |
| --- | --- |
| * Customer * Visitor | ☐ Business partner  ☐ Other: ………………….. |
| The Unit/Person you have contacted within the organization of our Entity:………………….……………………………. Subject: ……………………………………..…………………………………….……………...… | |

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| --- | --- |
| ☐ Former Employee  *Years in which you have served: ………………*  ☐ Other: ……………………………………………… | * I Have Submitted a Job Application / CV   *Date: ………*   * I am an Employee of a Third Party Company   *Please specify the details about the company and the job position where you serve*  *………………………………………………………* |

**Please explain in detail your request as part of the Law:**

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**Please select the method for notifying you about the reply we will provide for your application:**

* I want it to be sent to my address.
* I want it to be sent to my e-mail or REM address.

***(****We will be able to provide you with a quicker reply if and when you select the e-mail method.)*

* I want it to be delivered to me personally.

***(****A notarized power of attorney or certificate of authorization shall be required in case the delivery of the reply would be accepted by proxy.)*

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| **Request**  **Number** | **Subject Matter of the Request** | **Your Selection** |
| **1** | I want to learn that whether my personal data has been processed by your Company, or not. |  |
| **2** | If my personal data is being processed by your Company, I want to be informed of such data processing activities.  *Section 11/1 (b) of the Law on Protection of Personal Data* |  |
| **3** | If my personal data is being processed by your Company, I want to be informed about the purpose of processing of any such data, and also about the fact that whether such data has been used as appropriate to the purpose thereto.  *Section 11/1 (c) of the Law on Protection of Personal Data* |  |
| **4** | If my personal data is being transmitted to any third party, either domestically or internationally, I want to be informed about any such third party.  *Section 11/1 (ç) of the Law on Protection of Personal Data* |  |
| **5** | I think that my personal data has been processed imperfectly or inaccurately; so I ask for correction thereof.  *Please indicate your personal data, you ask to be corrected, in the field* ***"Your Selection"****, and* ***send*** *any document, which shows the accurate and complementary information,* ***as an attachment.*** *(such as the photocopy of the identity card, certificate of residence) Section 11/1 (d) of the Law on Protection of Personal Data* | Data to be corrected; |
| **6** | Although my personal data has been processed in accordance with the provisions as prescribed under the Law and also such other applicable statutory provisions, I think that the reasons, requiring the processing of such data, have disappeared, and accordingly; a) I hereby request for deletion of my personal data.  b) I hereby request for anonymization of my personal data.  *Section 11/1 (e) of the Law on Protection of Personal Data* | *Only one box may be marked.*  a)  b) |
| **7** | I hereby request for correction of my personal data, which has been processed imperfectly or inaccurately in my opinion (Request #5), also by the third parties to which such data has been transmitted. *Please indicate your personal data, you ask to be corrected, in the field* ***"Your Selection"****, and* ***send*** *any document, which shows the accurate and complementary information,* ***as an attachment.*** *(such as the photocopy of the identity card, certificate of residence) Section 11/1 (f) of the Law on Protection of Personal Data* | Data to be corrected; |
| **8** | Although my personal data has been processed in accordance with the provisions as prescribed under the Law and also such other applicable statutory provisions, I think that the reasons, requiring the processing of such data, have disappeared (Request #6), and accordingly, in respect of any third party to which my personal data has been transmitted;  a) I hereby request for deletion of my personal data.  b) I hereby request for anonymization of my personal data.  *Section 11/1 (f) of the Law on Protection of Personal Data* | *Only one box may be marked.*  a)  b) |
| **9** | I think that my personal data, which has been processed by your Company, has been analyzed exclusively by means of automated systems, and also that such analysis has given rise to an outcome to the detriment of me. I hereby raise an objection against such outcome.  *Please specify the outcome of the analysis, which is to the detriment of you in your opinion, in the field "****Your Selection****", and* ***send*** *the documents supporting your objection* ***as an attachment****.*  *Section 11/1 (g) of the Law on Protection of Personal Data* | The Data Resulted From the Analysis; |
| **10** | I have incurred damage/loss due to processing of my personal data in breach of the law. I hereby request for indemnification of the damage/loss, I have incurred.  *Please specify the matter that is in breach of the law in the field "****Your Selection****", and send the supporting documents* ***as an attachment****.*  *(Such as court decision, Board resolution, documents showing the amount of the material damage)*  *Section 11/1 (h) of the Law on Protection of Personal Data* | The Matter In Breach of the Law; |
| In line with the requests indicated herein above by me, I hereby request you to assess the application, submitted to your Company by me as per Section 13 of the Law, and provide me with information, accordingly.  Full Name  Date of Application:  Signature: | | |

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1. In case you have any question with respect to filling in the Application Form, you can forward your questions through the channels announced on our contact page. [↑](#footnote-ref-1)