

## APPLICATION FORM

You have the opportunity to get information, report violations and exercise your rights listed below by applying in written to Turkish Airlines Technic Inc. ("**Company**") which is located in "*Sanayi Mahallesi, Havaalanı İç Yolu Caddesi, Sabiha Gökçen Havalimanı E Kapısı No: 3, Pendik/İstanbul*" and is being data controller in accordance with the Personal Data Protection Law No. 6698 ("**Law**") and relevant legislation. Furthermore, you may also reach us via [kvkkmasasi@thy.com](mailto:kvkkmasasi@thy.com) e-mail address.

### **I. PURPOSE**

With this application form, you have right

- a) To learn whether your personal data was processed or not,
- b) To request information if data was processed,
- c) To learn the purpose of processing and whether it was used in accordance with its purpose or not,
- d) To learn the parties to which it was transferred at home and abroad,
- e) To request correction if it was processed incompletely / incorrectly,
- f) To request deletion / destruction pursuant to the conditions stipulated in Article 7 of the Law and Article 17 of By-law,
- g) To request notifying of the transactions made to the third parties to whom it was transferred in accordance with the above-mentioned (e) and (f) sub paragraphs,
- h) To object to the emergence of a result against you due to the analysis exclusively by automated systems,
- i) To request limitation of processing,
- i) To request the personal data in a formatted, generally machine-readable format,
- j) To request indemnifying of the loss in case of you suffer a loss due to the processing of the personal data contrary to the Law, By-law and relevant legislation,
- h) To make claim for violation of arising from your intellectual property rights such as brand ownership and authorship.

### **II. APPLICATION PROCESS**

Our Company concludes your requests free of charge as soon as possible and within thirty days at the latest according to the nature of the request. However, if the transaction require an additional cost, the fee may be charged. Our company may put the request into process by accepting or may reject the request in written form by explaining the reason. In case the application is caused by the fault of our company, the fee collected is refunded to the relevant person.

### III. CONTENT OF THE APPLICATION

The information provided by you should be accurate and up-to-date, our Company does not accept any responsibility for the requests that may arise due to incorrect or incomplete information in this form or unauthorized application. Our Company reserves the right to request additional information and documents (for example, copy of identity card or driving license, etc.) from you in order to determine the identity for data security.

### IV. EXCEPTIONAL CASES

On the other hand, no right to request regarding these issues shall not be originated due to the below mentioned cases are not within the scope of the relevant legislation:

- a) Processing of the personal data by natural persons within the scope of activities completely related to himself or his family members living in the same residence provided that it is not given to third parties and that the obligations regarding data security are complied with,
- b) Processing for the purposes such as research, planning and statistics by anonymising the personal data with official statistics,
- c) Processing of the personal data for the purposes of art, history, literature or scientific or freedom of expression provided that the national defence, national security, public security, public order, economic security, private life confidentiality or personal rights are not violated or not does not constitute a crime,
- d) Processing of the personal data within the scope of preventive, protective and informative activities executed by public institutions and organizations that are appointed and authorized in order to provide to ensure national defence, national security, public safety, public order or economic security,
- e) Processing of the personal data by the judicial authorities and enforcement authorities in relation to investigation, prosecution, trial or execution proceedings,

In following cases, only the right to demand compensation for the damage incurred will be originated:

- a) Processing of the personal data is required for prevention of the crime or criminal investigation,
- b) Processing of the personal data made public by the relevant person,
- c) Processing of the personal data is required for the execution of supervision or regulation duties and for disciplinary investigation or prosecution by the commissioned and authorized public institution and organizations public professional organizations based on the authority vested by the Law,
- d) Processing of the personal data is required for the protection of the economic and financial interests of the State related to the budget, tax and financial matters.

## V. APPLICATION METHOD

In the light of the above mentioned information, you may apply with a registered letter with return receipt or form submitted by you in person to our headquarters of our Company located in *Sanayi Mahallesi, Havaalanı İç Yolu Caddesi, Sabiha Gökçen Havalimanı E Kapısı No: 3, Pendik/İstanbul.*

## VI. CONTACT INFORMATION

<b>Name-Surname:</b>			
<b>T.R. Identity No:</b>		<b>Mobile Phone:</b>	
<b>E-mail Address:</b>		<b>Home Phone:</b>	
<b>Address:</b>			

## VII. REQUEST AND DEMANDS

<b>Your Current Position</b>	
<input type="checkbox"/> Employee	<input type="checkbox"/> Visitor
<input type="checkbox"/> Former Employee	<input type="checkbox"/> Supplier Employee
<input type="checkbox"/> Potential Product or Service Buyer / Customer	<input type="checkbox"/> Intern
<input type="checkbox"/> Potential Product or Service Buyer / Customer Employee	<input type="checkbox"/> Employee Candidate
<input type="checkbox"/> Supplier and/or Its Officials	<input type="checkbox"/> Other:
<b>The unit in our company that you are in contact with:</b>	

Your Requests		
1	Is my personal data processed before our company?	
2	What are the processing activities of my personal data?	
3	What is purpose of processing my personal data?	
4	Is my personal data transferred to third parties at home or abroad?	
5	<p>I make a request for correction of my personal data as specified below.</p> <p><i>(You should direct your request by stating clearly the information you make a request for correction and submitting documents showing accurate or complementary information.)</i></p>	
6	<p>I make a request for deletion of my personal data specified below.</p> <p><i>(The reason should be specified.)</i></p>	
7	<p>I make an anonymization request regarding my personal data specified below.</p> <p><i>(The reason should be specified.)</i></p>	
8	I make a request to inform my correction and/or deletion request to the below mentioned persons.	
9	<p>I make a request for objection to the emergence of a result against me due to my personal data is analysed exclusively with automatic systems.</p> <p><i>(Stating clearly to which data the request relates to, its reason and possible adverse outcome is required.)</i></p>	
10	<p>I make a request for limitation of processing.</p> <p><i>(Stating clearly to which data the request relates to, its reason and limitation scope is required.)</i></p>	
11	I make a request for giving my personal data under your possession to me in a formatted, generally machine-readable format.	

	<i>(This request processing is valid for the data processed as subjected to the consent and with automatic systems.)</i>	
12	<b>I make a request for indemnifying of my loss incurred due to the unlawful processing of my personal data.</b>  <i>(The loss should be justified and documented.)</i>	
13	<b>I make a request for the violation of the intellectual property rights.</b>	
<b>REMARKS:</b>		
<b>Notification Method of the Reply Given For Your Application</b>		
Ⓒ I request sending to my above mentioned address.		
Ⓒ I request sending to my above mentioned e-mail address.		
Ⓒ I request to receive by hand. (In case of received by proxy, the notarized power of attorney or certificate of authority is required.)		

**Relevant Person**  
*Name-Surname*  
*Date - Signature*