



SUTEKS TEKSTİL SANAYİ VE TİCARET ANONİM ŞİRKETİ
INFORMATION REQUEST FORM OF THE DATA SUBJECT

This Information Request Form (“**Form**”) has been prepared for you to apply to Suteks Tekstil Sanayi ve Ticaret Anonim Şirketi (“**Suteks**”, “**Our Company**”) in order to exercise your rights listed in Article 11 of the Personal Data Protection Law No. 6698 (“**PDPL**”).

It is important that the personal data we obtained about you is accurate and up-to-date. Therefore, if there is a change in your personal data, please notify us.

Please make sure that the answers to the questions below and the information you provide are accurate and up-to-date so that we can effectively evaluate your application regarding information request to Our Company.

The information you provide within the scope of this form will not be processed by Our Company for any reason other than to respond to your information request, and will not be shared with third parties. Our company preserves this Form and its annexes, if any, by taking all necessary technical and administrative measures in accordance with the PDPL and secondary legal regulations.

1. Does the processed personal data subject to the application belong to you?

- Yes. *(Please fill in heading 4.)*
- No, I am acting on behalf of the data subject. *(Please fill in heading 3.)*

2. Relationship with Our Company of the Data Subject of this Application

- Customer
- Employee *(Please specify the department)*
- Former Employee *(Please specify the employment end date)*
- Visitor
- Other *(Please specify)*

3. Information of the Applicant (If the person making the application is not the data subject):

Your name and surname:	
Turkish Identity No./Passport No.:	
Address for service (Home/work):	
Your telephone number (Work/Mobile):	
Your Registered Electronic Mail (REM) address:	

Attention: You can make your application on behalf of the data subject only by mail or by using your REM, secured electronic signature, or mobile signature. Please attach the official document stating that you are authorized to the Form. Otherwise, we would like to point out that we will not be able to evaluate your application.

Information of the Data Subject

Your name and surname:	
Turkish Identity No./Passport No.:	
Address for service (Home/work):	
Your telephone number (Work/Mobile):	
Your e-mail address ¹ :	

Attention: You can make your application only by mail or by using your REM, secured electronic signature, or e-mail address that you previously notified Our Company. Please attach the official document verifying your identity to the Form for your applications by mail. Otherwise, we would like to point out that we will not be able to evaluate your application.

4. Reason for the Application

Indicate the topic you want to apply for by marking in the Table-1 below.

Please do not forget to send the Form without attaching (i) the documents that will concretize your application request/claim and (ii) your explanations regarding the topic you have marked in Table-1. Our company may request additional information and documents from you if necessary.

Table-1

1.	I want to learn whether my personal data are processed or not.	
2.	I request the information as to if my personal data have been processed by your Company.	
3.	I request the information as to the purpose(s) of the processing of my personal data and whether these personal data are used in compliance with such purpose(s).	
4.	I request the information as to whether my personal data are transferred in the country or abroad; and if so, I demand for information the reason for such transfer, and the third parties to whom personal data are transferred.	
5.	I am considering that my processed personal data are incomplete or inaccurate, and I request their rectification. Please indicate the personal data that you want to be rectified in the "Your Choice" section below. Your Choice:	
6.	I think that the reasons for the processing of my personal data no longer exist, and in this context, I request that my personal data be erased, destructed, or anonymized.	
7.	I request reporting of the operations carried out within the scope of my rectification request to third parties to whom my personal data have been transferred.	

¹ Your REM address or your e-mail address previously notified to Our Company.

8.	I request reporting of the operations carried out within the scope of my disposal request to third parties to whom my personal data have been transferred.	
9.	<p>I am considering there is the occurrence of a result against me by analyzing the data processed solely through automated systems and I object to this result.</p> <p>Please indicate the analysis result that you think is against you in the “Your Choice” section below and send the supporting documents of your objection as an attachment.</p> <p>Your Choice:</p>	
10.	<p>I claim compensation for the damage arising from the unlawful processing of my personal data.</p> <p>Please write the matter subject to unlawfulness in the “Your Choice” section below and attach the supporting documents (court decision, Board decision, documents showing the amount of material damage, etc.) to the Form.</p> <p>Your Choice:</p>	

Attention: We would like to point out that we will not be able to evaluate your application if your personal data are processed within the scope of at least one of the situations below:

- Personal data are processed for official statistics and provided that they are being anonymized for the purposes such as research, planning, and statistics;
- Personal data are processed with artistic, historical, literary, or scientific purposes, or within the scope of freedom of expression provided that national defence, national security, public security, public order, economic security, right to privacy, or personal rights are not violated or the process doesn't constitute a crime;
- Personal data are processed within the scope of preventive, protective, and intelligence activities carried out by public institutions and organizations duly authorized and assigned by law to maintain national defence, national security, public security, public order or economic security;
- Personal data are processed by judicial authorities or execution authorities with regard to investigation, prosecution, judicial or execution proceedings;
- Processing personal data is necessary for the prevention of committing a crime or for crime investigation;
- Processing personal data is carried out on the data which are made public by the data subject himself/herself;
- Processing personal data is necessary for (i) the performance of supervision or regulatory duties and (ii) disciplinary investigation and prosecution to be carried out by the assigned and authorized public institutions, organizations and professional organizations, in accordance with the power conferred on them by the law;
- Processing personal data is necessary for the protection economic and financial interests of State related to budget, tax, and financial matters.

5. The Procedure to be Followed in the Application Process

You can make your application through one of the following methods. When making your application, please do not forget to share the information and documents showing the basis of your request, if any, and the documents confirming your identity with this Form.

APPLICATION METHOD	APPLICATION ADDRESS	INFORMATION TO BE SPECIFIED IN THE APPLICATION
Electronic Mail	kvkk@suteks.com.tr	Please write "PDPL Information Request" in the subject part of the post.
Application by Hand / Mail with Return Receiğt	Kemberburgaz Cad.No.16 Kağıthane/İstanbul	Please state as "PDPL Information Request" on the envelope.

Within the scope of the PDPL, if you want to apply regarding your personal data, you can submit your applications with this Form;

- in person by providing your identity confirmation to Kemberburgaz Cad. No: 16, 34406 Kağıthane/İstanbul, or
- through your registered electronic mail (REM) address, secure electronic signature, mobile signature or, if previously notified by you, via your e-mail address registered in Our Company's system by sending to kvkk@suteks.com.tr.

6. Charging of your application

We would like to inform you that:

- if the response to your application exceeds 10 pages, you shall be charged 1 (one) Turkish Lira per page,
- if you request that the response to your application be given in a recording medium such as CD, or flash memory, you shall be charged an amount not exceeding its cost,
- if you request that the response to your application be sent by mail, it shall be sent as counter-party payment delivery.

If the operation regarding review of your application requires an additional cost, the fees in the tariffs determined in the relevant legislation shall be requested. In case the application is due to the fault of Our Company, the fee shall be returned to the relevant person.

7. Finalization of your Application

Depending on the characteristics of your request in your application, your application shall be responded with justification as soon as possible and within **30 days at the latest** from the date of its arrival at Our Company. We would like to state that Our Company may accept your information request as well as it has the right to reject your request with providing reason of its action.

In the event that the information regarding your requests you submit within the scope of the form is not accurate and up-to-date, or an unauthorized application is made, Our Company does not accept any liability for such inaccurate information or requests arising from unauthorized applications.

The person who has the wet signature below and defined as the Applicant above, I,, as the data subject/ the person acts on behalf of data subject's representative or proxy, request to be informed about (my) personal data processed by your company within the scope of the request matter and details explained above, and I kindly request you to take necessary action in this regard.

Signature:

Date:

Place: