



DATA SUBJECT ACCESS REQUEST FORM

IGDP_N4 VERSION 1.00

Aladdin Middle East Limited – Turkey Branch Office

DATA SUBJECT ACCESS REQUEST FORM

GENERAL GUIDELINES

Pursuant to Article 11 of the Law No. 6698 on Personal Data Protection, you, as Data Subject, have a right to receive confirmation that an organization processes your personal data, and also a right to access that data so that you may be aware of it and are able to verify the lawfulness of the processing. You may use this form to lodge your request to Aladdin Middle East Limited – Turkey Branch Office (hereinafter referred as the “Company”) . Please be aware that, despite your request to have your data deleted, there are specific reasons for which we may decline your request and your data will continue to be processed.

When you make a subject access request, you will be informed of:

- whether or not your data is processed and the reasons for the processing of your data
- the categories of personal data concerning you
- where your data has been collected from if it was not collected from you
- anyone who your personal data has been disclosed to or will be disclosed to, including anyone outside of Turkey and the safeguards utilized to ensure data security
- how long your data is kept for (or how that period is decided)
- your rights in relation to data rectification, erasure, restriction of and objection to processing
- your right to complain to the KVKK (Data Protection Board, hereinafter referred as the “Board) if you are of the opinion that your rights have been infringed
- the reasoning behind any automated decisions taken about you.

As per Article 13 of the Law, you must lodge your application in writing to the Company, acting as data controller, about your requests concerning the implementation of this Law or via other methods specified by the Board. The Company will conclude its response to your request within the shortest time possible depending on the nature of the demand and within thirty days at the latest and free of charge. However, if the action in question incurs another cost, the price set by the Board may be collected. We will notify you by mail or electronically.

This Application Form has been prepared in order to determine your relationship with the Company upon your application, to determine your personal data processed by us, if any, and to respond to your applications accurately, completely and in a timely manner. Company reserves the right to request additional information and documents for verify your identity or authority of your attorney in order to prevent unauthorized applications made on your behalf, to prevent unlawful and unfair data sharing with third parties, and especially to ensure the security of your personal data. Company will not be held responsible for damages and

complaints arising as a result of wrong information or unauthorized applications in the event that the information regarding your requests submitted within the scope of the Application Form is not accurate and up-to-date or submitted by an unauthorized person.

Making a subject access request

As per Article 13 of the Law, subject access requests must be made in writing and can be made in either hard copy format or electronically.

Within this framework, the applications to be made to the Company in "written" form can be done by printing out and signing this form. You must include specific details of the data you wish to see in your request as this will enable a more efficient response from the Company. We may need to contact you for further details on your request if insufficient information is contained in the original request. Requests may be made by you personally, through a notary public or by a third party e.g. a solicitor acting on your behalf. We will request evidence that the third party is entitled to act on your behalf if this is not provided at the same time as the request is made. You can also use your e-mail address that you previously notified to our Company and registered in our system. You can electronically sign this form with a "secure electronic signature" as defined in the Electronic Signature Law No. 5070 and send it to the registered e-mail address of the Company.

You can find details concerning how you can submit your request in written form.

WAY OF SUBMISSION	ADDRESS TO BE USED	INFORMATION THAT MUST BE GIVEN
In person ; The Data Subject must submit his/her application in person and bring the relevant documents (such as Turkish ID, driver's license, passport) to prove his/her identity.	Karum İş Merkezi İnan Caddesi No:21/394 Kavaklıdere Çankaya/Ankara	"Request for Right to be Informed pursuant to Law No. 6698 on Protection of Personal Data" should be written on the Envelope / Letter.
Notification via Notary	Karum İş Merkezi İnan Caddesi No:21/394 Kavaklıdere Çankaya/Ankara	"Request for Right to be Informed pursuant to Law No. 6698 on Protection of Personal Data" should be written on the Notification Envelope / Letter.
Submitting through an e-mail registered at the Company before		"Request for Right to be Informed pursuant to Law No. 6698 on Protection of Personal Data" should be written on the Subject Line of the e-mail
Submitting through Registered Electronic Mail with electronic signature	kvkk@ame.com.tr	"Request for Right to be Informed pursuant to Law No. 6698 on Protection of Personal Data" should be written on the Subject Line of the e-mail

DATA SUBJECT IDENTITY AND CONTACT INFORMATION

Please fill out the relevant boxes so that we can get in contact with you and verify your identity.

Name Surname	
TR Identity Number(For citizens of third countries passport number)	
Mobile Phone Number	
E-mail address	
Correspondence Address	
Please indicate the communication channel you prefer to be notified concerning your application.	Send your response to my e-mail. <input type="checkbox"/> Send your response by mail to my address. <input type="checkbox"/> I would like to be notified in person. <input type="checkbox"/> (In case of receipt by proxy, proxy must have a notarized power of attorney or a certificate of authorization)

Please indicate your relationship with our Company. (E.g., customer, business partner, employee candidate, former employee, third party company employee, shareholder.)

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REQUEST DETAILS

In order for us to respond to your application quickly, we kindly ask you to write your request regarding your personal data clearly and in detail below. If available, you can add information and documents regarding your request to your application. If you have already contacted with any of our staff, you can also mention them.

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SUBJECT MATTER	CHOICE
Is your Company process my personal data?	
If the answer is yes, I kindly request information about your data processing operations.	
Please provide me with a detailed accounting of the specific uses that you have made, are making, or will be making of my personal data	
Are my personal data transferred to third parties at home or abroad? If my personal data is transferred, I request information about recipient third parties.	
I think that my personal data is incomplete or incorrectly processed by your Company and I request it to be corrected. <i>The following information and documents should be submitted to our Company:</i> <ul style="list-style-type: none">• <i>The content of your personal data that you think is incomplete or incorrect and you want corrected.</i>• <i>Documents showing correct and complementary information of your personal data.</i>	

<p>I think that the reasons for processing my personal data no longer apply, therefore, I request that my personal data be deleted <input type="checkbox"/> or anonymized <input type="checkbox"/>. <i>Please provide further information explaining why you think your data must be deleted or anonymized.</i></p>	
<p>If my personal data held by the Company is incomplete or incorrect, I request that the third parties to whom my personal data are transferred be notified.</p> <p><i>The following information and documents should be submitted to our Company:</i></p> <ul style="list-style-type: none"> • <i>The content of your personal data that you think is incomplete or incorrect and you want corrected.</i> • <i>Documents showing accurate and supplementary information of your personal data.</i> 	
<p>If the reasons for data processing no longer exist, I request that this situation be notified to the third parties to whom my personal data has been transferred.</p> <p><i>Explanatory information / document regarding why you think the reasons for processing your personal data do not exist should be submitted to our Company.</i></p>	
<p>I request compensation for the damage I suffered due to the illegal processing of my personal data.</p> <p><i>The information / document explaining the damage you have suffered should be provided to our Company.</i></p>	

I kindly request that the Company response to me according to the provisions of the Article 13 of the Law No. 6698.

I confirm that I am the person named above/proxy of the above named (delete as applicable) and the information requested above is in relation to me/them (delete as applicable). I understand that I may be required to provide evidence to verify my identity/I understand that in the event of the data subject being over 13 their consent will have to be obtained to release the data to me. I also acknowledge and accept that in case of my request require additional costs, I am required to pay a fee according to schedule specified by the Board.

Data Subject

Name Surname:

Date of submission:

Signature: