

DATA SUBJECT APPLICATION FORM

1. PURPOSE AND SCOPE

Under Article 20 of the Constitution of the Republic of Türkiye, everyone has the right to request the protection of personal data concerning them.

Article 11 of the Personal Data Protection Law No. 6698 (“**KVKK**”) regulates the rights of the data subject regarding their personal data, while Article 13 regulates the **procedure for applications to the data controller** for the exercise of these rights.

This **KVKK “Data Subject Application Form”** has been prepared so that requests submitted by data subjects under **Article 11 of the KVKK** may be evaluated effectively, securely and in compliance with applicable legislation by **BODE Araç Kapı Sistemleri Sanayi ve Ticaret A.Ş. (“COMPANY”)**, acting as data controller.

2. APPLICANT INFORMATION

2.1. DATA SUBJECT

Please complete the information below so that your application can be evaluated, the applicant’s identity can be verified, and the necessary review concerning your request can be carried out.

INFORMATION	TO BE COMPLETED BY THE APPLICANT
Full Name	
Nationality (for Foreign Applicants)	
Passport No. / Identification No.	
Telephone Number	
E-mail Address	
Address for Service of Notices Residential or Business Address	

NOTE: APPLICANTS WHO ARE CITIZENS OF THE REPUBLIC OF TÜRKİYE SHALL COMPLETE THE T.C. IDENTITY NO. FIELD; FOREIGN APPLICANTS SHALL COMPLETE THE NATIONALITY AND PASSPORT NUMBER OR, IF AVAILABLE, IDENTIFICATION NUMBER FIELDS.

2.2. IF THE APPLICATION IS SUBMITTED THROUGH A REPRESENTATIVE

If the application is submitted by the data subject's **legal representative or authorized proxy** rather than by the data subject personally, the information below must be completed and an appropriate document evidencing the authority to represent must be attached to the application.

INFORMATION	REPRESENTATIVE / AUTHORIZED PROXY		
Full Name			
Capacity of Representation	☐ Legal Representative	☐ Authorized Proxy	☐ Other
Contact Information			
Document Evidencing Authority	☐ Attached		

3. RELATIONSHIP BETWEEN THE DATA SUBJECT AND THE COMPANY

Please tick the option that best describes your relationship with the Company and indicate in the table below whether that relationship is still ongoing.

☐ Former Employee	☐ Current Employee	☐ Job Applicant
☐ Customer	☐ Supplier	☐ Subcontractor
☐ Visitor	☐ Digital Visitor (Website: Contact / Job Application)	
☐ Other (please specify):		
☐ RELATIONSHIP IS ONGOING	☐ RELATIONSHIP HAS ENDED	

4. DESCRIPTION OF THE PERSONAL DATA PROCESSING ACTIVITY SUBJECT TO YOUR REQUEST

Please provide as much detail as possible about the **process, transaction, service, system or activity** in which you believe your personal data have been processed. Please include **(the approximate date / date range of the transaction or event, explanations that may help us understand your request, and any information or documents submitted with the application)**.

For example: employee/personnel records, job application, customer or supplier relationship, camera recording, website/contact form, e-mail correspondence, visitor process, etc.

PLEASE DO NOT ATTACH PERSONAL DATA THAT ARE UNNECESSARY FOR THE EVALUATION OF THE APPLICATION OR UNNECESSARY PERSONAL DATA BELONGING TO THIRD PARTIES.

5. WHICH RIGHT DO YOU WISH TO EXERCISE UNDER THE KVKK?

Article 11 of the KVKK: Please tick the right(s) you wish to exercise:

To learn whether your personal data are being processed	☐
To request information if your personal data have been processed	☐
To learn the purpose of processing your personal data and whether they are used in accordance with that purpose	☐
To know the third parties to whom your personal data are transferred in Türkiye or abroad	☐
To request rectification if your personal data have been processed incompletely or inaccurately, and to request notification of the action taken in this regard to third parties to whom the personal data have been transferred	☐
To request erasure or destruction of your personal data where the reasons requiring their processing have ceased to exist, even though the data were processed in accordance with the KVKK and other applicable laws, and to request notification of the action taken in this regard to third parties to whom the personal data have been transferred	☐
To object to the occurrence of a result against you arising from the analysis of processed data exclusively by automated systems	☐
To request compensation for damage suffered as a result of unlawful processing of personal data	☐

6. INFORMATION ON THE EVALUATION OF THE APPLICATION

COMPANY evaluates your application under the **KVKK**, the “Communiqué on the Procedures and Principles of Application to the Data Controller” and applicable legislation **effectively, lawfully and in accordance with the principle of good faith**. In connection with your application...

- ✓ Linking the request to the applicant
- ✓ Verifying that the applicant is the data subject or an authorized representative
- ✓ Determining the scope of the request and the relevant data processing activity
- ✓ Protecting the personal data and rights of third parties
- ✓ Concluding the application securely

...for these purposes, **only to the extent necessary and proportionate**, additional information or documents may be requested. **Full or partial exemptions regulated under Article 28 of the KVKK and legal limitations arising from other legislation are reserved**. Accordingly, each application is evaluated in light of the circumstances of the specific case and applicable legislation.

COMPANY accepts the application or rejects it by stating the reason for rejection and notifies the data subject of the outcome in writing or electronically. If the request is accepted, the necessary actions are carried out as soon as possible.

Furthermore, the data controller may also reject the data subject’s application in the following specific circumstances:

- ☒ **POSSIBILITY OF INFRINGING THE RIGHTS AND FREEDOMS OF OTHERS**
- ☒ **REQUEST REQUIRING DISPROPORTIONATE EFFORT**
- ☒ **REQUESTED INFORMATION BEING PUBLICLY AVAILABLE**
- ☒ **REQUEST ENDANGERING THE PRIVACY OF OTHERS**

7. METHOD OF NOTIFICATION OF THE RESPONSE

Please tick your preferred method for receiving the response to your application:

I would like it to be sent in writing to my address for service of notices	☐
I would like it to be sent electronically to my e-mail address for notifications	☐
I would like it to be sent to my Registered Electronic Mail (KEP) address	☐
KEP Address:	

NOTE: COMPANY WILL TAKE THE APPLICANT’S PREFERRED METHOD INTO ACCOUNT TO THE EXTENT POSSIBLE. HOWEVER, CONSIDERING THE CONTENT OF THE RESPONSE, THE NATURE OF THE PERSONAL DATA AND DATA SECURITY REQUIREMENTS, AN APPROPRIATE NOTIFICATION METHOD MAY BE USED TO CONCLUDE THE APPLICATION SECURELY.

8. APPLICANT'S DECLARATION

Under the Personal Data Protection Law No. 6698, I request that the request(s) stated above be evaluated and concluded in accordance with Article 13 of the Law.

I declare, knowing and accepting that all information and documents I have provided to you within the scope of this application form are **accurate, up to date and belong to me**; that this application is made only on my own behalf and/or on behalf of the person(s) whom I am legally authorized to represent; and that otherwise any legal and criminal liability that may arise shall belong to me.

I understand that, where necessary to evaluate my application securely and properly, **COMPANY** may request **additional information or documents that are connected with the application and proportionate, for the purpose of verifying the applicant's identity or authority of representation and clarifying the request.**

I understand that the personal data I submit to **COMPANY** in connection with the application may be processed under the **KVKK** and applicable legislation for the purposes of receiving the application, verifying identity and authority, reviewing and responding to the request, carrying out the relevant actions, and, where necessary, establishing, exercising or protecting legal rights.

Detailed information on **COMPANY's** personal data processing activities is available in the "**General Privacy Notice**" published on its website.

FULL NAME

APPLICATION DATE

SIGNATURE