

## Data Controller

FORM OF APPLICATION TO DATA CONTROLLER

# Alanar Meyve Ve Gıda Üretim Pazarlama Sanayi Ticaret A.Ş.

## INFORMATION ON APPLICATIONS TO BE MADE TO THE DATA CONTROLLER

Alanar Fruit pays utmost care and attention for the processing of personal data. It takes necessary measures in order to ensure its transparency and accountability.

The Law on Protection of Personal Data (the Law) grants data subjects the right to apply to data controllers. The procedures and principles regarding the applications to be made to data controllers have been specified with the Personal Data Protection Authority's Communiqué on the Procedures and Principles regarding the Application to the Data Controller. Any and all necessary technical and organizational measures have been taken to conclude the applications made by data subjects under the Communiqué in an efficient and lawful manner and in accordance with the principle of good faith.

This form has been prepared to help you ensure that you make your application in accordance with the communiqué.

## 1. Your rights that you can exercise in your application

The rights that data subjects may exercise under their applications have been specified in article 11 of the Law as follows;

- a) The right to learn whether their personal data are processed or not;
- b) If their personal data are processed, to request information regarding such processing;
- c) To learn the purpose of processing of their personal data and whether their data have been used for intended purposes;
- ç) To know the third parties to whom their personal data are transferred at home or abroad;
- d) To request for correction of their personal data if they have been processed incompletely or inaccurately;
- e) To request for erasure/deletion or destruction of their personal data in case the reasons requiring the processing of their personal data cease to exist;

- f) To request for notification of such actions taken pursuant to subparagraphs (d) and (e) to third parties to whom their personal data have been transferred;
- g) To object to the analysis of their personal data processed, exclusively by automated means or systems, which leads to an unfavourable consequence for them;
- ğ) To request compensation of any loss or damage arising from the unlawful processing of their personal data.

## 2. Exceptions

Except for the right to claim for compensation of your loss or damages, your right to apply may not be exercised in case of the following circumstances:

- a) If the processing of personal data is required for prevention of a crime or for a criminal investigation.
- b) If the processing relates to the personal data which are manifestly made public by the data subject.
- c) If the processing of personal data is required by the commissioned and authorized public institutions and organizations or professional bodies or institutions that are public institutions based on the authorization granted by the law for the purpose of conducting their supervisory or regulatory duties or a disciplinary inquiry or investigation.
- ç) If the processing of personal data is necessary to safeguard the economic and financial interests of the State with respect to budgetary, tax-related and financial issues.

## 3. Modes of Application

You can send your application to us by using one of the following methods after completing the form provided below.

1. You can deliver your application in person at or send it via registered and reply-paid letter to Kültür Mahallesi, Budak Sokak, A Blok, No:7 Ulus – Beşiktaş 34340 Istanbul;
2. If you have a registered electronic mail address, you can send your application via registered electronic mail to the address of [alanar@hs02.kep.tr](mailto:alanar@hs02.kep.tr); or
3. You can send your application via e-mail to the e-mail address of [info@alanar.com.tr](mailto:info@alanar.com.tr) by using your e-mail address that you have previously notified to us, which is already registered in our system.

## 4. Application on behalf of Others

If an application is made on behalf of another person or party, it is required to prove that you are entitled and authorized to apply for and on behalf of the relevant person

(for example; a power of attorney for lawyers, a court decision for guardians, etc.). If such authorization cannot be proved, no information related with the data subject shall be shared and the application shall be directly rejected.

Deliberate seizure or acquisition of the personal data related with others by providing inaccurate or incomplete information constitutes the crime of Unlawful Delivery or Acquisition of Data as specified in article 136 of the Turkish Criminal Code. The person committing this crime is punished with imprisonment from one year to four years.

## 5. Identity Verification

Personal data are not shared with any unauthorized person other than the relevant data subject. If the information and documents currently available are not sufficient for identity verification upon receipt of the application, different information and documents may be requested from the applicant for identity verification purposes.

If the currently available personal data are not suitable for identity verification, in other words, the personal data cannot be associated with the applicant since they do not contain any identity data or contain inadequate identity data; the application is rejected.

## 6. Responding to the Application

If the request is accepted, it is duly processed as required. If the request is not accepted, it is rejected by stating also the related reason of rejection. It is possible to accept or reject the requests in part.

If the requested information is also related with or of interest for other third natural persons; the data related with third persons are removed, if possible. If such data cannot be removed, the request is rejected by stating the related reason.

## 7. Response Time

The application is responded as soon as possible after the receipt of the application, and in any event, within 30 days following the date of application at the latest. The date of application is the date of service of the relevant document in case of written applications; or the date of receipt of the application in case of applications made through other methods.

## 8. Response Method

The applications of data subjects are responded in writing. Unless requested otherwise, the response is sent via registered and reply-paid letter. If the data subject chooses a different method; the response is sent through the requested method to the extent applicable.

## 9. Fees and Charges

No fee is charged for any response given to the data subject's applications. If it is concluded that the right of application has been misused, no fee is charged for up to ten pages. A transaction fee of 1 Turkish Lira is charged for each page exceeding the said ten pages.

If the response to the application is required to be given in a recording or storage media such as CD, flash drive, etc.; the fee that may be charged shall not exceed the cost of the storage media.

**Alanar Meyve Ve Gıda Üretim Pazarlama Sanayi Ticaret A.Ş.**

### FORM OF APPLICATION TO DATA CONTROLLER

<b>*Your Name &amp; Surname</b>
<b>*Your Turkish Identity Number (Turkish Citizens) / Your Nationality and Passport Number (Foreigners)</b>
<b>Your Phone and/or Fax Number</b>
<b>Your E-Mail Address</b>
<b>*Your Residential or Work Address for Correspondences</b>
<i>*Mandatory field to be completed pursuant to Art. 5/2 of the Communiqué on the Procedures and Principles regarding the Application to the Data Controller</i>

### Subject Matter of Request

*Please describe the current situation and your requests in detail so that we can more quickly identify the personal data processing activities related with you and prepare our response to your requests in a shorter period of time.*

***Please also attach the information and documents related with the subject matter of request to the form.***

The response to your request shall be sent in writing to your residential or work address that you have notified. However, if you do not request it to be sent in writing and if your necessary contact details are known to us or have been entered above, please choose the channel through which you want to receive the response:

<input type="checkbox"/>	<b>KEP (Registered E-Mail)</b>	<input type="checkbox"/>	<b>E-Mail</b>	<input type="checkbox"/>	<b>Fax</b>	<input type="checkbox"/>	<input type="checkbox"/>
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### **Data Subject's Statement**

I hereby acknowledge and represent that the information I have provided above belong to me and are true and correct; that the deliberate acquisition of personal data of others constitutes a crime as per article 136 of the Turkish Criminal Code and I am aware that I am obliged to compensate any and all tangible and intangible loss or damages that may arise from such cases.

### **Applicant Data Subject's**

Name & Surname:

Application Date:

Signature: