

	Data Controller Application Form	Document Number	FRM00383
		First Publication Date	11/7/2019
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This Application Form to Data Controller ("**Form**") herein, is submitted to Metro Istanbul Sanayi ve Ticaret Anonim Sirketi ("**METRO A.S.**"; "**Our Company**") has been prepared for you to apply in order to exercise your rights listed in Article 11 of the Law on the Protection of Personal Data No. 6698 ("**KVKK**").

It is important that the personal data we hold 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 correct and up-to-date so that we can effectively evaluate your request to our company for acquiring information.

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 request for acquiring information, 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 KVKK and secondary legal regulations.

1. Do you own the personal data processed, which is the subject of the application?

- Yes. *(Please fill in the title number 4)*
- No, I am acting on behalf of the person concerned. *(Please fill in the title number 3)*

2. Your/Relevant Person's relation/relationship with our Company

- Customer
- Employee *(Please specify the department)*
- Former Employee *(Please indicate date of departure)*
- Visitor
- Other *(Please state)*

3. Information of the Applicant (if the Applicant is not the relevant person):

Name & Surname:	
TR Identity No./Passport No.:	
Correspondence Address (Home/Work):	
Phone Number (Work/GSM):	
KEP Address:	

Attention: You can make your application on behalf of the relevant person only by mail or by using your registered electronic mail (KEP) address, secure electronic signature or mobile signature. Please attach the official document to the Form stating that you are authorised person. Otherwise, we would like to point out that we will not be able to evaluate your application.

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4. Information of the Relevant Person

Name & Surname:	
TR Identity No./Passport No.:	
Correspondence Address (Home/Work):	
Phone Number (Work/GSM):	
Your E-Mail Address¹:	

Attention: You can make your application only by mail or by using your registered electronic mail (KEP) address, secure electronic signature or mobile signature. Please attach the official document to the Form stating that confirms your identity. Otherwise, we would like to point out that we will not be able to evaluate your application.


5. Reason of the Application

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

Do not forget to attach the documents that will concretise your application request/claim and your explanations regarding the topic you marked in Table-1 to the Form, and send them together. Our company may request additional information and documents from you if deemed necessary.

Table-1

1.	I want to know if my personal data is being processed.	
2.	If my personal data is processed by your company, I request information about the processing activities.	
3.	I request information about the purpose(s) of processing my personal data and whether it is used in accordance with this purpose(s).	
4.	Whether the transfer of my personal data has taken place at home or abroad; I request information about the reason for the transfer and the transferred third parties if transfer takes place.	
5.	<p>I think that my personal data is incomplete or incorrectly processed and I request their correction.</p> <p>Indicate the personal data that you want to be corrected in the "Your Choice" section below.</p> <p>Your choice:</p>	

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¹ Your registered e-mail (KEP) address or your e-mail address that you have previously submitted to our Company.

6.	I think that the situations that require the processing of my personal data have disappeared, and within this framework, I request that my personal data to be deleted, destroyed or anonymized.	
7.	I request that the transactions carried out within the scope of my correction request be notified to the third parties to whom my personal data has been transferred.	
8.	I request that the transactions carried out within the scope of my destruction request be notified to the third parties to whom my personal data has been transferred.	
9.	I think that the analysis of my processed personal data exclusively through automated systems has resulted against me and I object to this result. <i>Write the analysis result that you think is against you in the "Your Choice" field and send additional documents supporting your objection.</i> Your choice:	
10.	I request the compensation of the damage I have suffered due to the unlawful processing of my personal data. <i>Write the matter that is the subject of illegality in the "Your Choice" field and attach the supporting documents (court decision, board decision, documents showing the amount of material damage, etc.) to the form.</i> Your choice:	

Attention: We would like to indicate that **if your personal data is being processed due to at least one of the following situations, we will not be able to evaluate your application.**

- *Processing personal data for purposes such as research, planning and statistics by anonymizing with official statistics.*
- *Processing personal data for art, history, literature or scientific purposes or within the scope of freedom of expression, provided that they do not violate national defence, national security, public security, public order, economic security, and privacy of private life or personal rights or commit a crime.*
- *Processing personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organisations authorised by law to ensure national defence, national security, public security, public order or economic security.*

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- *Processing of personal data by judicial authorities or execution authorities in relation to investigation, prosecution, trial or execution proceedings.*
- *Personal data processing is necessary for the prevention of crime or for criminal investigation,*
- *Processing of personal data made public by the person concerned.*
- *Personal data processing is necessary for the execution of supervisory or regulation duties and for disciplinary investigation or prosecution by official and authorised public institutions and organisations and professional organisations in the nature of public institution, based on the authority given by the law.*
- *The processing of personal data is necessary for the protection of the economic and financial interests of the State with regard to budgetary, tax and financial matters.*

6. The Way to be Followed in the Application Process

You can submit your application through one of the following methods. When making your application, 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 herein.

Application Method	Address to Apply	Information to be Specified During the Submission
Application through recorded e-mail (KEP) address	metroistanbul@hs01.kep.tr	Please write "KVKK Information Acquisition" in the subject line of the e-mail you will send to metroistanbul@hs01.kep.tr
Application via e-mail address	metroistanbul@hs01.kep.tr	mailto:metroistanbul@hs01.kep.tr Please write "KVKK Information Acquisition" in the subject line of the e-mail you will send to kvkk@metro.istanbul
Application in person (<i>the applicant must come in person and apply with a document proving his/her identity. In case of application by proxy, a notarised power of attorney must be available with you</i>)	Yavuz Selim Mahallesi Metro Sokak No: 3 Esenler / İSTANBUL	Please include the information on "KVKK Information Acquisition" on the envelope.
Registered Letter with Return	Yavuz Selim Mahallesi Metro Sokak No: 3 Esenler / İSTANBUL	Include the information of "KVKK Information Acquisition" on the notification envelope.

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If you would like to apply for your personal data, you can submit your applications with the following KVK Information Request Form within the scope of the law.

- Yavuz Selim Mahallesi Metro Sokak No: 3 Esenler / Istanbul in person or in writing by providing your identity confirmation; or
- METRO A.S. via registered electronic mail (KEP) address, secure electronic signature, mobile signature or by the person concerned. To our Company's e-mail addresses metroistanbul@hs01.kep.tr or kvkk@metro.istanbul using the e-mail address registered in the system of METRO A.S.

7. Charges of your application

We would like to inform you that response to your application will be charged and sent;

- If it exceeds 10 pages, 1 (one) Turkish Lira per page.
- If you request that it is given in a recording medium such as CD or flash memory, you will be charged an amount not exceeding its cost.
- If you request it to be sent by mail, it will be sent by **reverse charged**.

If the transaction also requires a cost, the fees in the tariffs determined in the relevant legislation will be requested. If the application is due to a mistake of our company, the fee will be returned to the person concerned.

8. Finalisation of your application

Depending on the nature of your request in your application, your request will be answered with a justified "as soon as possible and within **30 days at the latest**" from the date it reaches our Company. We would like to state that our company may accept your request for information, or it has the right to reject your request, provided that it explains the reason.

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

The person with the original signature below and defined as the Applicant above, his/her representative/proxy acting on behalf of me/the relevant person As I, I request you to be informed about the (my) personal data processed at your company within the scope of the request subject and details explained above, and to fulfil the requirements of this request.

Signature:

Date:

Location: