

METRİK

APPLICATION FORM FOR DATA SUBJECTS

1. Overview

Article 11 of the Personal Data Protection Law no. 6698 (the “PDPL”) bestows certain rights on the data subjects (“Applicant”) in relation to the processing of their personal data.

This application form has been prepared in order to determine your relationship with **Metrik Bilgisayar Yazılım Danışmanlık Servis San. Tic. Ltd. Şti.** (“Metrik”) and, if applicable, ascertain the personal data processed by **Metrik** so that it shall be possible to respond to all kinds of applications properly in due time. **Metrik** may request additional information in order to verify your identification and authorization with a view to protecting your personal data against unlawful data transfers. If it is discovered that the information provided by the Applicant is not correct and/or up-to-date or the Applicant is not authorized to file such an application, the responsibility shall rest with the Applicant.

Pursuant to article 7 of the Communiqué on Principles and Procedures Regarding Applications to Data Controllers, if written response shall be provided to the Applicant, responses to such requests will be free of charge up to ten pages. 1 Turkish Lira may be collected for each page beyond ten in the form of processing fees. In case the response to the request is presented on a storage environment like a CD or flash memory, the cost of the storage environment shall be charged to the applicant.

2. Scope of Applications under article 11 of the PDPL

Data subjects may file an application to **Metrik** in order to:

- 1) learn whether or not their personal data have been processed,
- 2) request information about the processing, if any,
- 3) request information about the processing purpose and whether or not the use of the data is fit for the purpose,
- 4) receive information about the recipient domestic or foreign third parties,
- 5) ask for correction in case of incomplete or incorrect processing and also demand notification of the relevant process to the third persons who are known to have received the personal data by way of transfer,
- 6) request deletion, destruction or pseudonymization of personal data once the processing purpose is fulfilled even though the processing has been performed in line with the PDPL and other legal provisions and also demand notification of the relevant process to the third persons who are known to have received the personal data by way of transfer,
- 7) object to any unfavourable result for the data subject arising from analysis of processed data with automated systems exclusively,
- 8) demand indemnification against losses, if any, incurred as a result of processing activities in violation of the law.

3. Application Method

Pursuant to article 13 of the PDPL, data subjects who intend to exercise their legal rights shall be required to file an application to our company in writing with their signature or through other methods determined by the Personal Data Protection Board (the “Board”).

For written applications, a print-out of this form may be submitted by means of the following methods:

- Personal application by the Applicant;
- Notary;
- Registered electronic mail (KEP) address, secure electronic signature, mobile signature; or
- E-mail to be sent from the electronic mail address of the data subject which is registered in our system.

The following section includes detailed information about the rules to be applicable for each method.

Application Method	Information Required to be Given	Application Address
Personal Application (where the applicant makes an application in person by presenting necessary identification documents)	“Information Request under Personal Data Protection Law” to be written on the envelope.	İçerenköy Mah. Çayır Cad. Sayar İş Merk. No:11 K:3 Ataşehir – İstanbul
Notification via notary	“Information Request under Personal Data Protection Law” to be written on the envelope.	İçerenköy Mah. Çayır Cad. Sayar İş Merk. No:11 K:3 Ataşehir – İstanbul
Registered Electronic Mail (KEP) with “secure electronic signature”	“Information Request under Personal Data Protection Law” to be written on the subject line.	metrikbilgisayar@hs01.kep.tr
Application with Mobile Signature or E-mail [through the e-mail address of the data subject which is registered in the system of the data controller]	“Information Request under Personal Data Protection Law” to be written on the subject line.	info@metric.net

Metrik may request Applicants to submit additional information and adopt necessary measures in order to verify their identification for applications which are made via e-mail.

We shall respond to your request either in writing or in electronic media within thirty days after receiving your request based on the particulars thereof under article 13.2 of the PDPL.

4. Identification and Contact Information

A. Applicant’s Contact Information

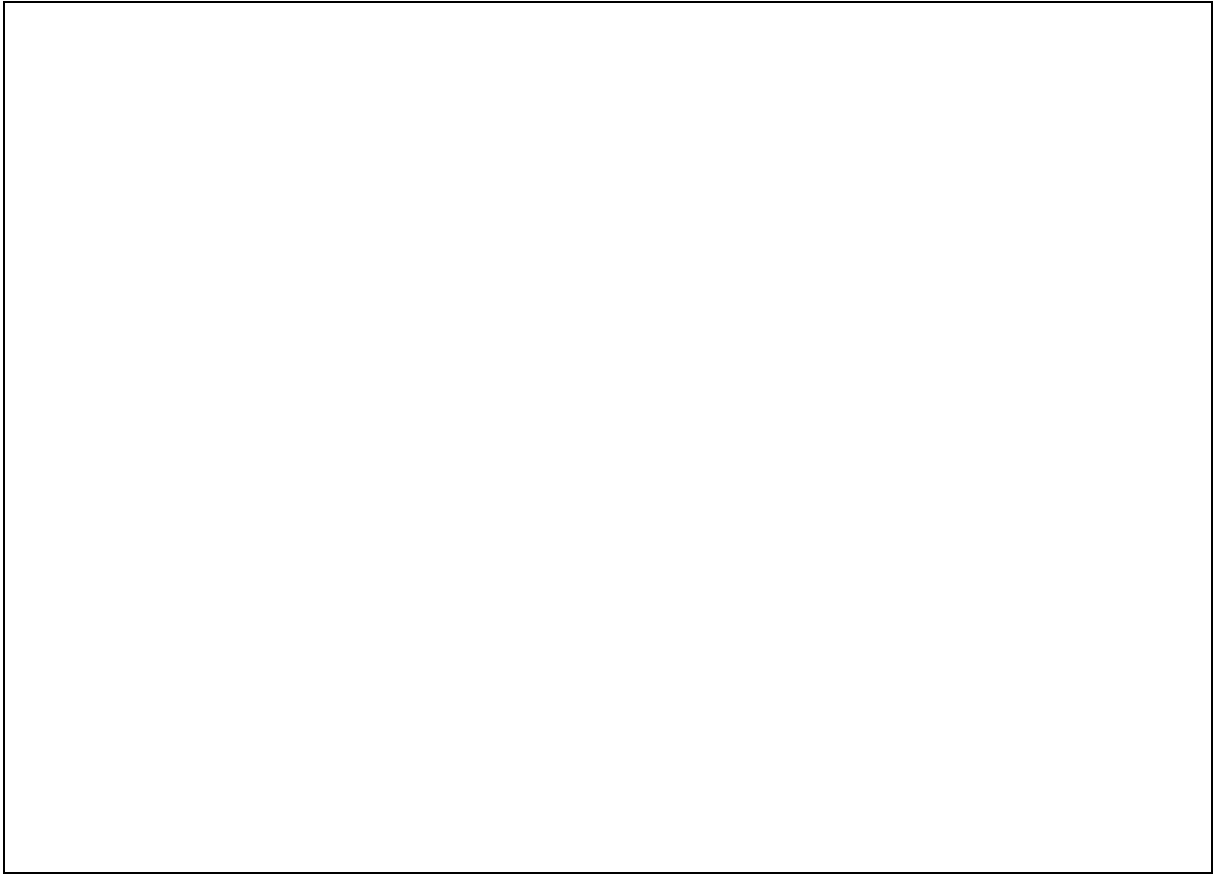
Name	
Surname	
Turkish ID No / Passport No (for foreign nationals)	
Phone	
E-mail	
Domicile or Business Address	

B. Please explain your relationship with Metrik. (Visitor, Client, Business partner, employee, job applicant, ex-employee, third company employee, shareholder etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Business partner	<input type="checkbox"/> Employee <input type="checkbox"/> Job applicant <input type="checkbox"/> Ex-employee <input type="checkbox"/> Other :.....
Regarding your contact in our company Department:..... Subject:.....	

5. Information about Request

Please provide detailed information about the request under the PDPL:



**Applicant
Name Surname:
Signature (for written applications):**