**DATA SUBJECT REQUEST FORM**

***\*Please read carefully the explanations below before filling in the form.***

This form has been prepared so that you can submit your requests regarding your rights stated in Article 11 of the [Law on the Protection of Personal Data](https://www.mevzuat.gov.tr/MevzuatMetin/1.5.6698.pdf) to **Borusan Lojistik Dağıtım Depolama Taşımacılık ve Ticaret A.Ş.** (“**Borusan Lojistik**”).

After filling in the form, you may send your request to us by the following methods:

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| 1. You may send it to bkvk@borusan.com **by using the e-mail address you have previously informed us and registered in our system[[1]](#footnote-1)**.
2. You may send it to İstiklal Mah. Piyalepaşa Bulvarı No: 22/1 B Blok Kat-3 İç Kapı no 5-6 Beyoğlu/İstanbul **by mail.**
3. You may send it toİstiklal Mah. Piyalepaşa Bulvarı No: 22/1 B Blok Kat-3 İç Kapı no 5-6 Beyoğlu/İstanbul **via Notary Public.**
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While submitting your application, you may also prefer other methods specified in the [Communiqué on the Application Procedures and Principles to the Data Controller](https://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=9.5.24455&MevzuatIliski=0&sourceXmlSearch=veri%20sorumlusuna).

We will conclude your application free of charge and as soon as possible and within thirty days at latest. However, in the event that it requires a separate cost, we may request the fee determined by the Personal Data Protection Board. In this case, we will inform you about the fee that can be charged.

If the information and documents you have submitted to us are incomplete or incomprehensible, we will contact you to clarify your application.

For all your questions, you may contact us at bkvk@borusan.com.

**It is compulsory to fill the fields marked with an asterisk (“\*”) in accordance with the** [**Communiqué on the Application Procedures and Principles to the Data Controller**](https://www.mevzuat.gov.tr/Metin.Aspx?MevzuatKod=9.5.24455&MevzuatIliski=0&sourceXmlSearch=veri%20sorumlusuna)**.**

1. **IDENTITY AND CONTACT INFORMATION OF THE DATA SUBJECT**

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| --- | --- |
| Name-Surname\*:  |  |
| Turkish Identity No\*: *(Non-Turkish citizens are required to provide their nationality and passport/ID numbers.)* |  |
| Phone Number\*:  |  |
| Address\*: |  |
| E-mail Address\*:  |  |
| Your Relationship with Our Company:*(such as customer, business partner, employee candidate, former employee, third-party company employee, shareholder)* |  |

1. **INFORMATION REGARDING THE RIGHTS OF THE DATA SUBJECT**

Please tick the box on the left for your rights / rights you want to use.

|  |  |
| --- | --- |
|  | I want to know if my personal data is processed. |
|  | If my personal data is being processed, I request information about these data processing activities. |
|  | If my personal data is being processed, I would like to find out the purpose of the processing and whether they are used in accordance with the purpose of the processing. |
|  | If my personal data is transferred to any third parties, in the country or abroad, I want to know these third parties. |
|  | I think my personal data is processed incompletely or inaccurately and I want them corrected. |
|  | Although my personal data has been processed in accordance with the Law, I want my personal data to be deleted or anonymized. |
|  | I would like my personal data to be corrected that is transferred to third parties that I think it is processed incompletely or inaccurately. |
|  | I request my personal data, which I request to be deleted or anonymized, to be deleted or anonymized by third parties. |
|  | I think that my personal data processed by your Company is analyzed via fully automated systems, and as a result of this analysis, there is a result against me. I object to this result. |
|  | I request that my loss be repaired due to the processing of my personal data against the Law. |
|  | I would like to withdraw my consent for the processing of my personal data. |

1. **EXPLANATIONS ABOUT THE REQUEST**

(Please specify your request under Law No. 6698 and the personal data subject to your request in detail.)

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1. **ANNEXES**

If there is a document that you want to base your application, we kindly ask you to indicate it below and send it in the attachment of this form.

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1. **PLEASE SELECT THE METHOD OF SENDING OUR RESPONSE TO YOUR REQUESTS:**

[ ]  I want it to be sent to my address by mail.

[ ]  I want it to be sent to my e-mail address.

[ ]  I want to receive it by hand.

1. **DATA SUBJECT’S STATEMENT**

This form has been prepared in order to determine your relationship with our Company and to respond to your application correctly and in the legal period. Our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization determination, in order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of the personal data. 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 an unauthorized application is made, our Company does not accept any liability for such false information or requests arising from unauthorized applications. All responsibility arising from unlawful, misleading, or false applications lies with you.

|  |  |
| --- | --- |
| **Data Subject** | **Person Applying On Behalf Of The Data Subject[[2]](#footnote-2)** |
| **Signature:**  | **Signature:** |

1. If you choose to send your application by e-mail, please write the e-mail subject as "**Data Subject Application**". [↑](#footnote-ref-1)
2. If you are applying on behalf of someone else, please send the documents showing that you are authorized to apply (such as a document showing that you are the parent/guardian of the data subject or power of attorney) in the annex of the application. In order for these documents to be considered valid, they must be issued or approved by the competent authorities. [↑](#footnote-ref-2)