

**TAV İŞLETME HİZMETLERİ A.Ş.**  
**DATA OWNER APPLICATION FORM**

**1. GENERAL**

This Application Form has been prepared by TAV İşletme Hizmetleri A.Ş. ("TAV" or "Company") and all its Subsidiaries ("TAV Group Companies") who act as data controller in order to be able to evaluate and analyse in an effective and comprehensive manner, the applications which will be made by your end, data owners, in accordance with Articles 11 and 13 of Personal Data Protection Law numbered 6698 ("PDP Law").

**2. APPLICATION**

You, data owners, in accordance with articles 11 and 13 of PDP Law, may send your requests in written to our Company regarding the implementation of PDP Law by filling out this form or by other procedures that the Board will determine with following methods;

- Making an individual application with a wet signed copy of this application form to Atatürk Airport International Terminal 34149 Yesilkoy/Istanbul,
- Sending by registered letter a wet signed copy of this application form to Atatürk Airport International Terminal 34149 Yesilkoy / Istanbul,
- Sending a wet signed copy of this application form to the following e-mail addresses with e-signature; [kvkisletmehizmetleri@tav.aero](mailto:kvkisletmehizmetleri@tav.aero)

You, data owners, may benefit from this right provided that your applications are made in Turkish.

**3. INFORMATION ABOUT DATA OWNER**

We kindly ask you to complete the following chart in order to ensure that we can recognize you and to make the necessary research, evaluation and analysis in relation to your application which will be made in accordance with the relevant article of PDP Law.

Name and Surname*	
Nationality for Foreigners*	
Turkish Republic Identity Number for Turkish Citizens or Passport or Identity Number for Foreigners*	
Address*	
Phone Number*	
E-mail*	
Fax Number (optional)	

\*Compulsory fields

The personal data that you have provided above are only obtained for the purposes of evaluating and concluding this form and communicating with you, and are not subject to data processing for any other purpose.

Please indicate below whether your relationship still continue with TAV Group Companies by marking the appropriate option.

Client	.....	Employee candidate	.....
Business Partner	.....	Employee	.....
Visitor	.....	Other	( )

#### 4. REQUESTS OF DATA OWNER

As a data owner, please tick the relevant box on the list below for the case(s) you would like to have information under Articles 11 and 13 of PDP Law.

REQUEST	REQUIRED INFORMATION/DOCUMENT	PREFERENCE
1. I would like to be informed whether my personal data is being processed by TAV Group Companies.	Please indicate if you require an information regarding a specific personal data.....	<input type="checkbox"/>
2. I would like to learn the purpose of processing of my personal data by TAV Group Companies.	Please indicate if you require an information regarding a specific personal data.....	<input type="checkbox"/>
3. I would like to be informed whether my personal data is being used by TAV Group Companies in compliance with it's purpose.	Please indicate if you require an information regarding a specific personal data.....	<input type="checkbox"/>
4. I would like to be informed of any unrelated persons residing within the country or overseas to whom the data is transferred.	Please indicate if you require an information regarding a specific personal data.....	<input type="checkbox"/>
5. I think my personal data is being processed incompletely and/or inaccurately and I request rectification.	Please specify the data which is processed incompletely and/or inaccurately and explain how it should be.....	<input type="checkbox"/>
6. I request my personal data which I believe processed incompletely and/or inaccurately to be rectified before any unrelated persons to whom it is transferred.	Please specify the data which is processed incompletely and/or inaccurately and explain how it should be.....	<input type="checkbox"/>
7. I request deletion and/or destruction of my personal data since the reasons for processing have been disappeared.	Please indicate your personal data subject to your request and the result of which you are of the opinion that against you. against you in your opinions. Please attach to subject Form the certifying documents in this regard as well.	<input type="checkbox"/>
8. I request deletion and/or destruction of my personal data before any unrelated persons to whom it is transferred since the reasons for processing have been disappeared.	If your subject request relates only to a part of your personal data, please indicate these datas together with the documents certifying the reason of this request. Please attach to subject Form the certifying documents in this regard as well.	<input type="checkbox"/>
9. I believe my personal data which is processed by TAV Group Companies is being analyzed exclusively through automated system and I object to the conclusion occured against me as a result of such analyzing.	Please indicate the reason of your request and the result of your right of information request. Please attach to subject Form the certifying documents in this regard as well.	<input type="checkbox"/>
10. I request compensation for the damages I suffer as a result of unlawful	Please indicate below the reason of your request and the damage you	<input type="checkbox"/>

processing of my personal data.	suffered; Please attach to subject Form the certifying documents (Decisions of Courts or Personal Data Protection Board) in this regard as well.	
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It is required to submit a notarised power of attorney together with this Form in case applications are made by a third person on behalf of the data owner and as for applications made on behalf of children under custody/guardianship, the documents certifying the custody/guardianship relation should be submitted together with this Form.

In order to ensure the security of your personal data, within seven (7) days from the date on which your right of information application is received by TAV Group Companies, TAV Group Companies may communicate with you and request some information and documents to confirm that you are the owner of the data. In this regard, the information and documents that you have provided us with will be destroyed immediately upon confirmation of your ownership of data.

In case the requested information and documents are incomplete, upon our request, the information and documents must be completed and communicated to us. Thirty (30) days period stipulated in article 13/2 of the PDP Law for concluding a request will be suspended until all required information and documents are communicated.

**5. CONCLUSION OF REQUEST OF DATA OWNER**

According to the qualification of your request, it will be responded as soon as possible and not later than within thirty (30) days from the date of receipt of the request in accordance with PDP Law. Our responses and our assessments will be forwarded to your end according to your choice on the Application Form, in writing or electronically, in accordance with Article 13 of PDP Law. If you have a preference for receiving the application result via one of the following methods; mail, e-mail or fax, please indicate below:

- I would like my application result to be sent to my e-mail address. ....
- I would like my application result to be sent by post. ....
- I would like my application result to be sent by fax. ....

Your requests will be concluded by TAV Group Companies complimentary and in case the responding process causes a cost, a fee may be charged as set out in the applicable legislation.

**6. DATA OWNER DECLARATION**

I hereby request the evaluation and conclusion of my right to information application that I have made pursuant to the PDP Law within the scope of the above-mentioned request/requests and I accept, declare and undertake that the information and documents I have provided you with are accurate, current and belong to me.

**DATA OWNER**

- Name and surname .....
- Application date .....
- Signature .....