



**HAVAS GROUND HANDLING CO.
DATA OWNER APPLICATION FORM
FORM 9001 HQ 510**

1. APPLICATION RIGHT OF DATA OWNER

- **Scope of the Application Right**

In accordance with Article 11 of the Personal Data Protection Law No. 6698 (the “PDP Law”), you, as data owners, have the right to apply to us and to make demand regarding the issues specified below:

- (1) To learn whether your personal data are processed or not,
- (2) If your personal data are processed, to request information in relation thereto,
- (3) To learn the purpose of processing your personal data and whether they are used in compliance with intended purpose,
- (4) To know the third parties to whom your personal data are transferred in Turkey or abroad,
- (5) In case your personal data are processed incompletely or incorrectly, to request the correction thereof and to request that any operation carried out in this context is reported to the third persons, to whom your personal data are transferred,
- (6) Despite being processed in compliance with the provisions of the PDP Law and other relevant laws, to request that your personal data shall be erased, destructed or anonymized in the event that the reasons for the processing no longer exist, and that any operation carried out in this context is reported to the third persons, to whom your personal data are transferred,
- (7) To object to the occurrence of a result against you by analyzing the data processed solely through automated systems,
- (8) To claim compensation if you sustain damage due to unlawful processing of your personal data.

- **Cases that Fall Outside the Scope of the Application Right**

In accordance with Article 28 of the PDP Law, it is not possible for data owners to assert their rights in the following matters due to the fact that the following situations are not covered by the PDP Law:

- (1) Processing of personal data for the purposes of national defense, national security, public security, public order, economic security, and - provided that it does not violate the privacy of the person or personal rights or constitute a crime - for artistic, historical, literary, or scientific purposes, or within the scope of freedom of expression.
- (2) Processing of personal data for purposes such as research, planning and statistics by anonymizing it with official statistics.
- (3) Processing of personal data within the scope of preventive, protective, and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defense, national security, public security, public order or economic security.
- (4) Processing of personal data by judicial authorities or execution bodies in relation to investigation, prosecution, trial or execution proceedings.

According to Article 28/2 of the PDP Law, it is not possible for data owners to assert their rights, excluding the right to claim compensation, in cases where processing personal data:

- (1) is necessary for the prevention of committing a crime or for crime investigation.
- (2) is carried out on the data which are made public by the data owner himself/herself.
- (3) is necessary for the performance of supervision or regulatory duties and disciplinary investigation and prosecution to be carried out by the assigned and authorized public institutions and organizations and by public professional organizations, in accordance with the power conferred on them by the law.
- (4) is necessary for protecting the economic and financial interests of the State related to budget, tax, and financial matters.

2. FINALIZATION OF APPLICATIONS

If data owners submit their requests concerning their personal data to us in writing (signed by hand or e-signed can be substituted for a signature by hand) or by other methods determined by the Personal Data Protection Board in accordance with Article 13 of the PDP Law, the request shall be finalized as soon as possible and within thirty (30) days at the latest, depending on the nature of the request.

In order to ensure the security of the data, we may request information from the applicant in order to determine whether the applicant is the owner of the personal data that is subject to the request. In addition, in order to ensure that the request of the data owner is finalized in compliance with the request, questions about the request may be asked to the data owner.

In cases such as where the request of the data owner is likely to interfere with the rights and freedoms of other persons, where it requires disproportionate effort, and when the information is publicly available information, the request may be rejected by us by explaining its grounds.

3. APPLICATION METHOD

Under Article 13 of the Law and Article 5 of the Communiqué on the Principles and Procedures Regarding Application to Data Controller, you may submit your requests within the scope of your rights listed in Article 11 of the Personal Data Protection Law No. 6698 (the "Law") to our Company with one of the four methods described below by this form.

	APPLICATION METHOD	ADDRESS TO WHICH APPLICATION SHALL BE MADE	INFORMATION THAT SHALL BE GIVEN IN THE APPLICATION
1. Application in Writing	Application in person, signed by hand or via notary public	Havaalanları Yer Hizmetleri A.Ş. Genel Müdürlüğü, TAV Yönetim Binası, Vadistanbul Bulvar, Ayazağa Mah. Azerbaycan Cad. 2C Blok No:3L 34485 Sarıyer/İstanbul	The phrase "Information Request Under the Personal Data Protection Law" shall be written on the envelope/notification.
2. Via Registered Electronic Mail (REM)	Via Registered Electronic Mail (REM) address	havas@hs02.kep.tr	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.
3. Application Via the Electronic Mail Address Found in our System	By using your e-mail address registered in our Company's system	havas@hs02.kep.tr	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.
4. Application Via the Electronic Mail Address Not Recorded in our System	By using your e-mail address, which is not recorded in our Company's system, in a manner including a Mobile Signature/E-Signature	kvkk_iletisim@havas.net	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.

4. YOUR IDENTITY AND CONTACT INFORMATION

Please fill in the following fields so that we can contact you and verify your identity.

Name-Surname	:	
TR Identity Number /Passport Number or Identity Number for Citizens of Other Countries	:	
Residential Address/Workplace Address for Notifications	:	
Mobile Phone	:	
Phone Number	:	
Fax Number	:	
E-mail Address	:	

5. YOUR RELATION WITH OUR COMPANY

Your Relation with our Company	:	Customer	<input type="checkbox"/>	Employee	<input type="checkbox"/>
		Visitor	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>

6. SUBJECT OF THE REQUEST

Please clearly write down below your request in relation to your personal data. The information and documents regarding the subject matter, must be attached to the request.

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7. INFORMATION ABOUT THE CHOICE OF THE RIGHT THAT THE DATA OWNER SHALL EXERCISE

Choice	Subject
	Is my personal data processed by the Company?
	If my personal data is processed by the Company, I request information about the processing activity.
	If my personal data is processed by the Company, I request information about the purpose of the personal data processing activity and whether the activity is carried out in accordance with intended purpose of processing.
	Are my personal data being transferred to third parties in Turkey or abroad? If my personal data are transferred, I request information about third parties.
	<p>I believe that my personal data are being processed incompletely or incorrectly by the Company, and I request that this is corrected.</p> <p>Upon request, the following information and documents should be submitted to us:</p> <ul style="list-style-type: none"> • The content of your personal data that, you believe, is incomplete or incorrect, and that you want that it is corrected, • The documents showing accurate and complementary information of your personal data.
	<p>I believe that the reasons for processing my personal data have ceased to exist, therefore, I request that my personal data be</p> <p><input type="checkbox"/> Deleted</p> <p>or</p> <p><input type="checkbox"/> Anonymized</p> <p>If requested, explanatory information/document about why you believe that the reasons for processing your personal data do not exist, should be submitted to the Company.</p>
	<p>If my personal data is being processed incompletely or incorrectly by the Company, I request that third parties to whom my personal data are transferred be notified of this situation.</p> <p>Upon request, following information and documents should be submitted to the Company:</p>

	<ul style="list-style-type: none"> • The content of your personal data that, you believe, is incomplete or incorrect, and that you want that it is corrected, • The documents showing accurate and complementary information of your personal data.
	<p>If the reasons for processing of my personal data have ceased to exist, I request that the third parties to whom my personal data was transferred be notified accordingly.</p> <p>If requested, explanatory information/document about why you believe that the reasons for processing your personal data do not exist, should be submitted to the Company.</p>
	<p>I object to the result against me as a result of the analysis, exclusively through automated systems, of my personal data processed by the Company.</p> <p>Upon request, the information/document explaining the result against you should be submitted to the Company.</p>
	<p>I request that the damage I have suffered due to unlawful processing of my personal data, is remedied.</p> <p>Upon request, the information/document explaining the damage you have suffered must be submitted to the Company.</p>

8. CHOOSE THE MEANS BY WHICH THE RESPONSE SHALL BE NOTIFIED TO YOU

I want that the response be sent to the mail address that I provided in Section 4.

I want that the response be sent to the electronic mail address that I provided in Section 4.

I want that the response be sent to the fax number that I provided in Section 4.

In accordance with the requests I specified above, I kindly request that you evaluate my application to your Company according to article 13 of the Law, and inform me.

I declare and undertake that the information and documents that I provided to you in this request are accurate and up-to-date, that your Company may request additional information in order to finalize my request, and that I was informed that I may also have to pay the fee determined by the Personal Data Protection Board if the request requires any extra cost.

Applicant (Data Owner)

Name Surname :
Application Date :
Signature :

This request form is drawn up to define your relationship with our Company and to determine your personal data processed by our Company in full, if any, so that your relevant request can be responded to correctly and within the legal period. Our Company reserves the right to request additional documents and information for identity validation and authorization determination in order to eliminate legal risks that may arise from unlawful and unfair data sharing and, in particular, to ensure the security of your personal data. If the information about your requests which you submit within the scope of the Form is not accurate and up-to-date, or if an unauthorized request is made, our Company accepts no responsibility for any claims arising from such incorrect information or unauthorized application.

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