

# PAPILLON ISTANBUL COMPANY

## DATA SUBJECT APPLICATION FORM

### 1. GENERAL

In order to promptly, effectively, and comprehensively evaluate and resolve applications to be submitted by you, as data subjects, pursuant to Articles 11 and 13 of Law No. 6698 on the Protection of Personal Data (the "LPPD"), this Application Form has been prepared by Papillon Istanbul (the "Company") in its capacity as data controller.

### 2. APPLICATION METHOD

Pursuant to Articles 11 and 13 of the LPPD, you, as data subjects, may submit your requests concerning the implementation of the LPPD to our Company, which acts as the data controller, in writing by completing this form or by using other methods to be determined by the Personal Data Protection Board, as follows:

- By personally submitting a wet-signed copy of this Data Subject Application Form to Maslak Mah. Büyükdere Cad. No: 237 Noramin İş Merkezi Floor: 4 Sarıyer/Istanbul.
- By sending a wet-signed copy of this Data Subject Application Form by registered mail with return receipt requested to Maslak Mah. Büyükdere Cad. No: 237 Noramin İş Merkezi Floor: 4 Sarıyer/Istanbul.
- By sending a wet-signed copy of this Data Subject Application Form, electronically signed, to kvkk@papillonistanbul.com.

### 3. INFORMATION REGARDING THE DATA SUBJECT

In relation to your application under the relevant provisions of the LPPD, please complete the information below in full so that we can identify you and so that our Company can conduct the necessary investigation, evaluation, and resolution process.

1 For information on your rights under Articles 11 and 13 of the LPPD and detailed information on our Company's data processing policy, please review our Privacy Notice available at [\*].

2 If you have any questions regarding completion of the Application Form, you may contact us via [\*] telephone number and [\*] e-mail address.

#### Applicant Contact Information

**Full Name\***

**Turkish ID No.\***

**Telephone Number\***

**E-mail\***

**Address\***

*\*Mandatory fields.*

The personal data you provide above are collected solely for the purpose of evaluating and concluding this form and contacting you, and are not processed for any other purpose.

#### Relationship Between the Applicant and Our Company

Please indicate the appropriate option regarding your relationship with our Company and state whether the existing relationship is still ongoing.

- a) Customer  
b) Visitor  
c) Business Partner  
d) Former/Current Employee (Year(s) employed: \_\_\_\_\_)  
e) Job Applicant  
f) Other (Please specify: \_\_\_\_\_)  
Department/Unit: \_\_\_\_\_  
Subject: \_\_\_\_\_  
Status of the existing relationship: \_\_\_\_\_

#### 4. REQUESTS OF THE DATA SUBJECT

Please mark the situation(s) about which you wish to obtain information pursuant to Articles 11 and 13 of the Law on the Protection of Personal Data.

- a)** I would like to learn whether my personal data are processed by Papillon Istanbul.

*If you would like information regarding a specific type of data, please specify.*

\_\_\_\_\_

- b)** I would like to learn the purpose for which my personal data are processed by Papillon Istanbul.

*If you would like information regarding a specific type of data, please specify.*

\_\_\_\_\_

- c)** I would like to learn whether my personal data are used by Papillon Istanbul in accordance with the purpose for which they are processed.

*If you would like information regarding a specific type of data, please specify.*

\_\_\_\_\_

- d)** If my personal data are transferred to third parties in Türkiye or abroad, I would like to know the third parties to whom they are transferred.

*If you would like information regarding a specific type of data, please specify.*

\_\_\_\_\_

- e)** I believe that my personal data have been processed incompletely or inaccurately, and I request their correction.

*Please specify the information you believe has been processed incompletely or inaccurately and how the correct information should read.*

\_\_\_\_\_

- f)** I request that my personal data which I believe have been processed incompletely/inaccurately also be corrected before the third parties to whom they have been transferred.

*Please specify the information you believe has been processed incompletely or inaccurately and how the correct information should read.*

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**g)** I request the deletion/destruction of my personal data because the reasons requiring their processing no longer exist.

*Please specify which data are subject to this request and the result you believe is adverse to you, and attach supporting information and documents to the Form.*

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**h)** I request the deletion/destruction of my personal data before the third parties to whom they have been transferred because the reasons requiring their processing no longer exist.

*If this request concerns only part of your personal information, please specify which data are concerned and the grounds for your request, together with supporting information and documents, and attach such supporting information and documents to the Form.*

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**i)** I believe that my personal data processed by Papillon Istanbul have been analyzed exclusively through automated systems and that this analysis has resulted in an outcome against me. I object to this outcome.

*Please state the grounds for your request and the outcome of the matter regarding which you request information, and attach supporting information and documents to the Form.*

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**j)** I request compensation for the damage I have suffered due to the unlawful processing of my personal data.

*Please state the grounds for your request and the damage you believe you have suffered in the space below, and attach supporting information and documents (including decisions of the Personal Data Protection Board or courts) to the Form.*

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**3** Pursuant to Article 7/3 of the LPPD, the procedures and principles to be set out in the relevant regulation are reserved.

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## 5. CONCLUSION OF THE DATA SUBJECT'S REQUEST

Depending on its nature, your request will be answered as soon as possible and no later than thirty (30) days from the date on which it reaches us, in accordance with the LPPD.

**Please select the method by which you would like the response to your application to be delivered.**

- a) I would like it to be sent to my address by post.
- b) I would like it to be sent to my e-mail address. (If you select e-mail, we will be able to respond to you more quickly.)
- c) I would like it to be sent by fax.
- d) I would like to collect it in person.

For applications submitted by third parties on behalf of the data subject, a notarized power of attorney must be submitted together with this form. For applications submitted on behalf of children under custody/guardianship, a copy of documents evidencing the custody/guardianship relationship must be submitted together with this form.

This application form has been prepared to identify your relationship with our Company, accurately determine, if any, your personal data processed by our Company, and provide an accurate response to your application within the statutory period. 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, our Company reserves the right to request additional documents and information (such as a copy of an identity card or driver's license) for identity and authorization verification. If the information relating to your requests submitted within the scope of the Form is not accurate and up to date, or if an unauthorized application is made, our Company accepts no liability for requests arising from such incorrect information or unauthorized applications.

If the requested information and documents are incomplete, they must be completed and submitted to us upon our request. Until the information and documents are fully submitted to us, the thirty (30)-day period specified in Article 13/2 of the LPPD for concluding the request will be suspended.

Your requests will be concluded by Papillon Istanbul free of charge. However, if the response process gives rise to an additional cost, a fee may be charged in the amounts determined under the applicable legislation.

## 6. DATA SUBJECT DECLARATION

I hereby request that my application for information made pursuant to the LPPD be evaluated and concluded within the scope of the request(s) specified above, and I accept, declare, and undertake that the information and documents I have provided to you in this application are accurate, up to date, and belong to me.

### Applicant (Personal Data Subject)

Full Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Signature: \_\_\_\_\_