

# **NAVA ENDÜSTRİ ÜRÜNLERİ SAN. VE TİC. LTD. ŞTİ.**

## **DATA CONTROLLER APPLICATION FORM**

### **1. General Description**

The Law on the Protection of Personal Data numbered 6698 (“KVKK”) stipulates certain rights to personal data subjects (“Applicant”) on the processing of personal data as per Item 11 of the Law on the Protection of Personal Data.

The application form has been prepared to determine your relation with **NAVA ENDÜSTRİ ÜRÜNLERİ SAN. VE TİC. LTD. ŞTİ.** (“NAVA ENDÜSTRİ”), fully identify your personal data processed by **NAVA ENDÜSTRİ** (if any), and to respond to your application accurately and within the legal time frame. To ensure the safety of your personal data and prevent unlawful data transfer, **NAVA ENDÜSTRİ** may require additional information for identification and authorization. The Applicant will be deemed responsible for providing inaccurate and/or outdated information or submitting unauthorized applications.

As per Item 7 of the Communiqué on the Principles and Procedures of Applications to the Data Controller, any written response to the Applicant not in excess of ten pages is free of charge. For any pages in excess of ten pages, 1 Turkish Liras per page may be charged. If the response is submitted in a CD, memory stick or other recording media, the cost for such media may be charged to the Applicant.

### **2. Scope of the Right to Apply within the Framework of Item 11 of KVKK**

Applicant may apply to **NAVA ENDÜSTRİ** to request the following:

- 1) To learn if personal data is processed,
- 2) To request information on the processing of personal data, if any,
- 3) To learn the purpose of processing personal data and if they they were processed according to such purposes,
- 4) To learn domestic and international third parties that personal data is transferred to,
- 5) To request the correction of any personal data not processed accurately or completely and to request the notification of such corrections to any third parties receiving such data,
- 6) To request the deletion, destruction or anonymization of personal data originally processed in accordance with the KVKK and other relevant legislation, but are no longer required to be processed, and to notify any third parties receiving such data of deletion, destruction or anonymization,
- 7) To object to any detrimental effect due to the exclusively automated processing of data,
- 8) To request compensation for any damage resulting from the unlawful processing of personal data.

### 3. Application Method

As per the first paragraph in Item 13 of the Law on the Protection of Personal Data ; applications relating to such rights shall be submitted in written and signed form or by any other method established by the Board for the Protection of Personal Data ("Board").

In this framework, written applications can be submitted by printing this form:

- In person by the Applicant,
- Via notary public,
- Via registered electronic mail (KEP) address, using secure electronic signature, mobile signature or
- By sending an e-mail via the electronic mail address of the Applicant previously notified and registered in our system.

Below is specific information on the written application channels to submit written applications.

<b>Application Method</b>	<b>Information to Include In Application</b>	<b>Address for Application</b>
Application in Person Applicant submits the application in person with identifying documentation)	The envelope shall indicate "Request for Information within the Scope of the Law on the Protection of Personal Data.	İkitell OSB. Mah. Metal İş 13A Blok Sok. No:13 İç Kapı No: 13 Başakşehir İSTANBUL
Submission via notary public	The envelope shall indicate "Request for Information within the Scope of the Law on the Protection of Personal Data.	İkitell OSB. Mah. Metal İş 13A Blok Sok. No:13 İç Kapı No: 13 Başakşehir İSTANBUL
By Registered Electronic Mail (KEP) bearing "Secure electronic signature"	E-mail subject shall indicate "Request for Information within the Scope of the Law on the Protection of Personal Data".	navaltd@hs03.kep.tr
Application via Mobile Signature or E-mail [Provided the e-mail address used was previously notified by the Applicant to the data controller and is registered in the Data Controller's electronic system]	E-mail subject shall indicate "Request for Information within the Scope of the Law on the Protection of	info@navaltd.com

**NAVA ENDÜSTRİ** may request additional information and take measures to verify the Applicant's identity in applications submitted by the Applicant via e-mail.

Applications submitted to us shall be responded in written or electronic form within thirty days as of the notification or receipt of your request, depending on the nature of the request, as per the Item 13 of the Law on the Protection of Personal Data.

#### **4. Identity and Contact Details**

##### **A. Applicant's Contact Details**

<b>Name</b>	
<b>Surname</b>	
<b>Turkish ID No / Passport No (Non-Turkish Citizens)</b>	
<b>Phone Number</b>	
<b>E-mail</b>	
<b>Address of Residence or Business</b>	

**B. Please specify your relation with NAVA ENDÜSTRİ.** (Visitor, Customer, Business partner-employee, job applicant, former applicant, third party employee, shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business partner	<input type="checkbox"/> Employee <input type="checkbox"/> Job applicant <input type="checkbox"/> Former employee <input type="checkbox"/> Other :.....
<b>Your contact in our Company</b> Unit:..... Subject:..... .....	

## **5. Subject of Request**

**Please indicate your request within the scope of the Law on the Protection of Personal Data in detail:**

**Applicant's  
Full Name:  
Signature (for written applications):**