



GALATA TAŞIMACILIK VE TİCARET A.Ş. DATA SUBJECTS APPLICATION FORM

GENERAL INSTRUCTIONS

1. Personal Data Subjects ("Applicant"), referred to as the persons concerned in the Personal Data Protection Law No. 6698 ("the Law"), are entitled to exercise various requests regarding the processing of personal data in accordance with Article 11 of the Personal Data Protection Law.
2. Pursuant to the 1st paragraph of 13th article of the Law; the applications regarding these rights must be made in written to be submitted to GALATA Taşımacılık ve Ticaret A.Ş. ("GALATA") which is acting as a Data Controller.
3. In this context, applications to be delivered to GALATA "in writing" can be made by the following methods, by printing this form;
 - By personal application of the Applicant,
 - Through a notary,
 - By sending to the registered e-mail (KEP) of the Company by signing with a "secure electronic signature" of the Applicant, which is defined by Electronic Signature Law No.5070,
4. Applications with wet signature of the Applicant or via Notary public should be sent to the address: "Kore Şehitleri Caddesi, Üst Teğmen Mehmet Gönenç Sokak No 47 GALATA Plaza 34349 Zincirlikuyu – İstanbul." In both methods of application, the notification envelope to be delivered to GALATA should include the phrase "information request within the scope pf the Law on Protection of Personal Data."
In applications to be made with a secure electronic signature are required to be sent to registered electronic mail address (KEP) of GALATA and the subject line of the e-mail should be "information request within the scope pf the Law on Protection of Personal Data."
5. If another application method is determined and announced by the Personal Data Protection Authority ("Authority"), the announcements regarding such methods shall be made on the website of GALATA.
6. Your applications delivered to GALATA shall be replied within 30 (thirty) days following the date of the receipt by GALATA, depending on the nature of the request, pursuant to the 2nd paragraph of Article 13 of the Law. The responses given by GALATA shall be delivered to you in writing or electronic media in accordance with Article 13 of the Law.
7. If your application requires a separate expense, you are required to pay the fee determined by the Communiqué on the Procedures and Principles of Application to the Data Controller issued by the Personal Data Protection Authority. In case your application is replied in writing, no charge shall be applied up to the first 10 (ten) pages, and a transaction fee of 1 Turkish Lira shall be charged for each page above 10 (ten) pages. If the reply to your application is via a recording medium such as CD, flash disk, etc., you will be charged a fee as much as the cost of the recording medium.

8. GALATA reserves the right to make changes with respect to the legal regulations to be issued in the future or the decision of the Authority on the procedures of application.

A. Contact Information of the Applicant

Name:

Surname:

Turkish Identity Number:

Phone No:

E-mail:

Address:

B.

The Relationship of the Applicant with GALATA

Please indicate your relationship with GALATA.

(Customer, business partner, employee candidate, former employee, third party employee, shareholder, etc.)

- Customer Employee Candidate Former Employee Business Partner Third Party Company Employee Other:

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The Unit collecting your personal data in GALATA. (In case you specify, although it is not mandatory, your application may be concluded faster.)

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***If you are a former employee, please fill in the sections below.

Years you have worked:

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The unit where you have worked:

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*** If you are a former employee, please fill in the sections below.

The date you applied for a job:

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The way a job application is made:

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*** If you are a third party employee, please fill in the sections below.

Title of the company you work for:

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Your position:

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C. Details Regarding Your Request under the Law

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D. The Method of Notification for Your Application to be Responded

I'd like it to be notified to my address. I'd like it to be notified to my e-mail

(If the method of e-mail is chosen, you will receive a faster response.)
I'd like to receive by hand.

(In case of receipt by proxy, it is mandatory to submit a notarized power of attorney or a certificate of authorization.)

This application form is issued in order to be able to respond to your application in a timely and legal manner by identifying your relationship with GALATA and determining the personal data processed by GALATA, if any. Our Company reserves the right to request additional documents and information (copy of your personal identity card, passport or driver's license etc.) for certifying your identity and determining the level of authorization in order to eliminate legal risks that may arise from unlawful and unfair data sharing and particularly to ensure the security of your personal data. In the event that the information related to the request you have submitted within the form is not accurate and up to date or you are unauthorized to submit such an application, GALATA shall not assume any responsibility regarding the inaccurate information or unauthorized requests.

Name & Surname of the Applicant (Data Subject):

Date of Application:

Signature: