

# **EGEROBOT®**

## **DATA OWNER APPLICATION FORM**

### **Table of Contents**

1. GENERAL.....	1
2. APPLICATION METHOD.....	1
3. INFORMATION ABOUT THE DATA OWNER.....	2
4. DATA SUBJECT CATEGORY.....	3
5. DATA OWNER'S REQUEST.....	3
6. CONCLUSION OF THE DATA OWNER'S REQUEST.....	5
7. DATA OWNER DECLARATION.....	5

## **1. GENERAL**

This Application Form has been prepared by EGEROBOT AUTOMATION ENGINEERING PROJECT CONSULTANCY INDUSTRY AND TRADE LTD. (“EGEROBOT®” or “Company”) as the data controller, in order to promptly, effectively, and comprehensively evaluate and resolve applications to be made by data subjects in accordance with Articles 11 and 13 of the Law on the Protection of Personal Data No. 6698 (“KVKK”). To learn about your rights specified in Articles 11 and 13 of the KVKK and for detailed information about EGEROBOT®'s data processing policy, you can review the EGEROBOT® Personal Data Processing and Protection Policy available at [www.egerobot.com.tr](http://www.egerobot.com.tr) If you have any questions about filling out the Application Form, you can contact us at [+90 232 344 01 55] or [info@egerobot.com.tr](mailto:info@egerobot.com.tr)

## **2. APPLICATION METHOD**

You can submit your requests within the scope of your rights specified in Article 11 of Law No. 6698 through one of the following methods, in accordance with Article 5 of the Regulation on the Procedures and Principles of Application to the Data Controller in accordance with Article 13 of the Law. A response will be provided to your request within 30 days in accordance with Article 13 of Law No. 6698. The applicant will apply with the document and documents proving their identity. In case these documents cannot be verified, a positive response will not be given.

Application Management		Application Address	Information to be Included in the Application
Written Personal Application	In case of personal application, the application must be made by filling out this form with a wet signature along with the presentation and confirmation of identity.	Mansuroglu Mh. 1593/1 Sk. B:4/1 D:5 Bayrakli 35535 IZMIR	It will be given in a sealed envelope. The phrase "Information Request Within the Scope of the Personal Data Protection Law" will be written on the mailing envelope.
Electronic Signature Application with KEP	The applicant will apply via his/her own cap address by filling out this form and signing it with an electronic signature.	egerobot@hs03.kep.tr	Please send it with the title "Information Request Under the Personal Data Protection Law" in the subject section.
Application by Written Mail (Signature Declaration)	The application will be made by filling out this form in a sealed envelope along with the notarized signature circular and signing it with a wet signature.	Mansuroglu Mh. 1593/1 Sk. B:4/1 D:5 Bayrakli 35535 IZMIR	It will be given in a sealed envelope. The phrase "Information Request Within the Scope of the Personal Data Protection Law" will be written on the mailing envelope.
Application through notary	Written via notary	Mansuroglu Mh. 1593/1 Sk. B:4/1 D:5 Bayrakli 35535 IZMIR	The phrase "Information Request Within the Scope of the Personal Data Protection Law" will be written on the envelope.

### 3. INFORMATION ABOUT THE DATA OWNER

Regarding your application in accordance with the relevant article of KVKK, we kindly request you to fill in the following information completely so that we can recognize you and carry out the necessary research, evaluation and analysis by EGEROBOT@:

Headings	Detail
Name and surname *	
T.R. Identification number **	
Address for service *	
Phone *	

\* Mandatory fields. \*\* For Foreigners, Nationality, Passport Number/Identity Number, if any. The personal data you have provided to us above is collected for the purpose of evaluating, finalizing and communicating with you and is not subject to data processing for other purposes.

## 4. DATA SUBJECT CATEGORY

Please indicate in the space below whether your current relationship still continues by ticking the appropriate option regarding your relationship with EGEROBOT®.

<input type="checkbox"/>	Employee	<input type="checkbox"/>	Employee Candidate	<input type="checkbox"/>	Former Employee
<input type="checkbox"/>	Intern	<input type="checkbox"/>	Intern Candidate	<input type="checkbox"/>	Advisor
<input type="checkbox"/>	R&D Partner Employee	<input type="checkbox"/>	Prospective Customer Company Employee	<input type="checkbox"/>	Customer Company Employee
<input type="checkbox"/>	Other	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Investor

## 5. DATA OWNER'S REQUEST

As the data owner, please tick the relevant box in the list below for the situation(s) you would like to be informed about within the scope of Articles 11 and 13 of the KVKK.

Your request	Required Information Document	Vote
I. I want to know whether my personal data is processed by EGEROBOT.	If you would like to receive information about a special data type, please specify. .....	<input type="checkbox"/>
II. I want to learn for what purpose my personal data is processed by EGEROBOT.	If you would like to receive information about a special data type, please specify. .....	<input type="checkbox"/>
III. I want to know whether my personal data is used by EGEROBOT for its intended purpose.	If you would like to receive information about a special data type, please specify. .....	<input type="checkbox"/>
IV. If my personal data is transferred to third parties at home or abroad, I want to know the third parties to whom it is transferred.	If you would like to receive information about a special data type, please specify. .....	<input type="checkbox"/>

<p>V. I think my personal data has been processed incompletely or incorrectly and I want it to be corrected.</p>	<p>Please indicate the information you think has been processed incorrectly or incompletely and how this information should be correct.</p> <p>.....</p>	<input type="checkbox"/>
<p>VI. I would like my personal data, which I think has been processed incompletely/incorrectly, to be corrected by the third parties to whom it has been transferred.</p>	<p>Please indicate the information you think has been processed incorrectly or incompletely and how this information should be correct.</p> <p>.....</p>	<input type="checkbox"/>
<p>VII. I want my personal data to be deleted/destroyed because the reasons requiring their processing no longer exist.</p>	<p>Please indicate which data is the subject of your request and what the outcome you think is against you is, and please include supporting information and documents regarding these issues in the attachment of the Form.</p> <p>.....</p>	<input type="checkbox"/>
<p>VIII. I would like my personal data to be deleted/destroyed by the third parties to whom they have been transferred, as the reasons requiring their processing no longer exist.</p>	<p>If this request relates to only some of your personal information, please indicate which data these are and the reason for your request, together with supporting information and documents. Please include the supporting information and documents regarding these issues in the attachment of the Form.</p> <p>.....</p>	<input type="checkbox"/>
<p>IX. I believe that my personal data processed by EGEROBOT has been analyzed exclusively through automatic systems and that a result has arisen against me as a result of this analysis, and I object to this result.</p>	<p>Please indicate the reason for your request and the outcome of the situation regarding your request for information, and please include supporting information and documents regarding these issues in the attachment of the Form.</p> <p>.....</p>	<input type="checkbox"/>
<p>X. I request compensation for the damage I have suffered due to the unlawful processing of my personal data.</p>	<p>Please specify the reason for your request and the damage you think you have suffered in the space below; Please include supporting information and documents regarding these issues (Personal Data Protection Board or court decisions) in the attachment of the Form.</p> <p>.....</p>	<input type="checkbox"/>

In applications to be made by third parties on behalf of the data owner, a notarized power of attorney must be sent to us along with this form, and for applications to be made on behalf of children under custody/guardianship, a copy of the documents proving the custody/guardianship relationship must be sent to us together with this form. In order to ensure the security of your personal data, within seven (7) days from the date your application for information is received by EGEROBOT®, EGEROBOT® may contact you to confirm that you are the data owner and may request some information and documents from you in this regard. In this context, the information and documents you have provided to us will be destroyed immediately following confirmation that you are the data owner. If the requested information and documents are incomplete, the information and documents must be completed and forwarded to us upon our request. The thirty (30) day period specified in KVKK article 13/2 regarding the finalization of the request will be suspended until the information and documents are fully delivered to us.

## 6. CONCLUSION OF THE DATA OWNER'S REQUEST

Depending on its nature, your request will be answered as soon as possible and within thirty (30) days at the latest from the date it reaches us in accordance with KVKK. Our answers and evaluations will be delivered to you in writing or electronically, in accordance with Article 13 of the KVKK, according to your selection in this application form. If you have a preference regarding the delivery of the application result by mail, e-mail or fax, please specify below:

I want the result of my application to be sent to my e-mail address. My E-Mail Address:	<input type="checkbox"/>
I would like the result of my application to be sent via mail. My Mailing Address:	<input type="checkbox"/>
I would like the result of my application to be sent via fax. My Fax Number:	<input type="checkbox"/>

Your requests will be concluded free of charge by EGEROBOT®, but if the response process incurs additional costs, a fee may be charged in the amounts determined within the framework of the relevant legislation. Information regarding your application will be recorded for 2 (two) years.

## 7. DATA OWNER DECLARATION

I request that the application for information I have made in accordance with KVKK be evaluated and concluded within the framework of the request/requests I have stated 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.

Data Owner	
Name and surname	
Application date	
Signature	