**LINEER MAKINA APPLICATION FORM TO DATA CONTROLLER**

1. **General Description:**

All concerned persons have the right to appeal to Lineer Makina as the designated data controller under Article 11 of Turkish Personal Data Protection Law No. 6698 (Turkish PDP Law) for the matters defined below:

* Find out if personal data has been processed or not,
* Request information if personal data has been processed,
* Inquire the purpose of processing personal data and whether the information was used for the right purpose,
* Inquire about third parties to whom personal data has been transferred to in Turkey and overseas,
* Request the correction of personal data in the case that such data has been processed incompletely or incorrectly,
* Request under Article 7 of Turkish PDP Law No. 6698 that personal data be deleted or destroyed, by its own accord or on request of concerned person, if no valid reasons remain for this data to be processed, regardless of the fact that the data is being processed in conformity with the Turkish PDP Law and other related provisions of law,
* Request that actions taken under clauses (5) and (6) below are conveyed to third parties that personal data has been transferred to,
* Contest a personally detrimental outcome that arises from personal data being processed exclusively by automated systems
* Appeal for indemnity of damages from losses that arise as a result of illegal processing of personal data.

1. **Application Method:**

In applying to the Data Controller with this Application Form, personal data (Name, Surname, ID Number, Telephone Number, E-mail, Address, Signature) required for the application itself will be processed in a limited and related manner. If necessary, personal data specific to this may be shared solely with concerned departments/persons and agencies/institutions authorized by law, according to the attributes of the application request.

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| **Access Request Method** | **Through registered letter with return receipt** | **Through registered electronic email (KEP)** | **Application through email** | **Application through fax** |
| Application Address | Lineer Hidrolik Pnömatik Elektrik Elektronik Makina Ltd. Şti.  Karpuzsekisi Mah. 6071 Sok. No: 4-A, Hacılar/Kayseri | lineermakine@hs03.kep.tr | [info@lineermakina.com](mailto:info@lineermakina.com)  “Information Request for the Protection of Personal Data Law” should be written on e-mail subject. | +903523212626 |
| Requested information | “Information Request for the Protection of Personal Data Law” should be written on the envelope or the notification. | “Information Request for the Protection of Personal Data Law” should be written on the envelope | “Information Request for the Protection of Personal Data Law” should be written on the envelope | “Information Request for the Protection of Personal Data Law” should be written on the envelope |

1. **Applicant Contact Information**

The applicant should provide the following information so that we can reply to your access request and to communicate with you in this respect.

|  |  |
| --- | --- |
| Name/Surname |  |
| ID Number/Passport No: |  |
| Address |  |
| E-mail Address |  |
| Mobile Number |  |
| Fax No: |  |
| Please kindly specify your relationship with our company | Customer Business Partner    Visitor Previous Employee  Employee  Other |

1. **Kindly Specify Your Request as per Turkish PDP Law**

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| --- | --- | --- | --- |
| Request No. | Request Subject | Legal Basis | Your Preference (Please Check the Related Subject) |
| 1 | I would like to find out if your Company is processing my personal data or not | PDP Article 11/1-a |  |
| 2 | If your Company is processing my personal data, I request information on such data processing activities | PDP Article 11/1-b |  |
| 3 | If your Company is processing my personal data, I would like to know the purpose of such processing and whether my personal data is being processed for the intended purpose | PDP Article 11/1-c |  |
| 4 | If my personal data is being transferred to third parties in Turkey or abroad, I would like to know who these third parties are | PDP Article 11/1-ç |  |
| 5 | I think my PDP Article 11/1-d personal data is being incompletely or incorrectly processed and I would like this corrected | PDP Article 11/1-d |  |
| 6 | Although my personal data has been processed in compliance with laws and regulations, I believe that the reasons for processing no longer exist and in this context I would like my personal data to be:  • Deleted  • Destroyed  • Anonymized (Please define your preference ) | PDP Article 11/1 – e |  |
| 7 | I request that personal data that I believe is incomplete or incorrectly processed (Request no. 5) also be corrected by third parties to whom data has been transferred | PDP Article 11/1 – f |  |
| 8 | Although my personal data has been processed in compliance with laws and regulations, I believe that the reasons for processing no longer exist (Request No. 6) and in this context I would like my personal data transferred to third parties to be:  • Deleted  • Destroyed  • Anonymized (Please define your preference) | PDP Article 11/1 - f |  |
| 9 | I believe that my personal data processed by your Company has been processed exclusively by automated systems, and that this has resulted in a personally detrimental outcome. I object to this situation. | PDP Article 11/1-g |  |
| 10 | I have suffered damages as a result of the illegal processing of my personal data. I request indemnity for these damages. | PDP Article 11/1-h |  |

1. **Explanation of Your Request**

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| We kindly request you to write down all your personal data clearly and properly. Please be informed that all the requested information and documents must be attached to your application. To support you further and faster, please specify the departments that you have contacted in our company |
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1. **How Would You Prefer to Receive Our Response to Your Inquiry Application?**

☐ Delivered to my postal address.

☐ E-mail response to my e-mail address.

☐ I would like to receive it in person.

1. **Declaration of Applicant:**

I would like to be informed of the outcome of the evaluation, in compliance of Article 13 of the related Law, for my application to your Company with the requests I have specified above. I hereby declare and undertake that the documents and information I have provided in the application form are current and belong to me. I consent that Lineer Hidrolik Pnömatik Elektrik Elektronik Makina Ltd.. may use the information and documents that I have provided in the application form for the limited purposes of evaluating my requests, answering my application, conveying the outcome to me, and certifying my identity and address.

To be Filled out by Applicants;

**Name, Surname:**

**Signature:**

**Application Date:**