OVERVIEW

Personal data owners defined as "data subject" in the Law on the Protection of Personal Data No.6698 ("KVKK"), has been granted the right to apply to the Data Controller (Prosim-Company) regarding the rights listed in Article 11 of the KVKK regarding the processing of their personal data. Submitting the applications to Prosim - the Company regarding these rights to Prosim in accordance with the relevant provisions of paragraph 1 of the Article 13 in the Law on the Protection of Personal Data and the Communiqué on the Principles and Procedures of Application to the Data Controller in writing or electronically and through the following methods is required.

APPLICATION METHODS

In the applications to be made to Prosim within the scope of the Law on the Protection of Personal Data, in accordance with Communiqué on Application Procedures and Principles to Data Controller Published in the Official Gazette No. 30356, dated 10.03.2018. the name, surname of data subject and signature if the application is written, turkish republic identification number for citizens of the Republic of Turkey, nationality and passport number or if any, identification number for foreigners, address of residence or workplace for notification, e-mail address for notification, telephone and fax number, and the subject of the request are mandatory.

In order to respond to your requests in a healthy way, it is important that your request content is clear, understandable and historically determinable. For this reason, the information and documents requested by you with this application form must be filled in completely and correctly and an application must be made to the Company in the following ways.

Written Applications

Written applications to be made to the Company indicate that a original signed copy of this "Application Form", which contains the above information and is filled in completely, is authorized to make an application to the address of the Company in person or regarding the rights listed under article 11 of KVKK and must be submitted by power of attorney with a notarized power of attorney or through a notary public by sending to the address of KALEAĞASI SOK. NO: 5 / B RUMELİHİSARI / SARIYER / İSTANBUL.

	DATA SUBJECT REQUEST FORM	

Electronic Applications

Electronic applications to be made to the company are submitted this "Application Form" containing the above information and filled in completely through the following methods

- By signing with an electronic or mobile signature with the "secure electronic signature" certificate defined in the Electronic Signature Law No. 5070, and sending it to the Registered Electronic Mail address of the company, "prosimkimya@hs01.kep.tr"
- By sending it to the e-mail address of the relevant person making the application and previously notified to the Company by this person and registered in the Company database

Depending on the content of your request, your applications received by the Company will be finalized "as soon as possible and within thirty days at the latest" from the date your request in accordance with the law and good faith, and will be answered in writing or electronically.

If any deficiency is detected by the Company regarding your application, your request will be suspended by the Company until the deficiency is corrected, if the deficiency is not corrected by you within seven (7) days at the latest after you are notified of this deficiency. In addition, if the transaction requires an additional cost, according to Article 7 of the Communiqué on Application Procedures and Principles to Data Controller, no fee will be charged up to ten pages; For each page over ten pages, a transaction fee of 1.00 Turkish Liras will be charged.

INFORMATION ABOUT DATA SUBJECT

Name........................:

Surname ....:

Turkish Republic İdentification Number :

For Foreign:

Nationality...................:

Passport Number / Identity Number   :

E-mail address...............:

(If you remark, we will be able to respond to you faster.)

Address ....:

Mobile Number ....:

Fax ....:

	DATA SUBJECT REQUEST FORM	

Please indicate your relationship with Prosim / Company.

□ Working Person

□ Visitor

□ Former Employee

   Please indicate the year and position you worked:

□ Employee candidate / Job Application

   Please indicate the date of application and the position applied for.

□ Third Party Company Employee

   Please indicate the company / institution and position you work for

Please explain your request under the Law in detail.:

Request No	The Subject of Request	Options (Please Fill)
1	I want to know whether the company is processing personal data about me (KVKK M.11/1-a)	
2	If the company is processing personal data about me, I request information about these data processing activities. (KVKK M.11/1-b)	
3	If the company is processing personal data about me, I want to find out the purpose of processing and whether they are properly used for the purpose of processing. (KVKK M.11/1-c)	
4	If my personal data is transferred to third parties in Turkey or abroad, I would like to know these third parties transferred. (KVKK M.11/1-ç)	
5	I think my personal data is incomplete or incorrectly processed and I want them to be corrected. (KVKK M.11/1-d) Write the personal data you want corrected in the "Options" field and send the supporting documents as attachments.	Data to be corrected
6	I think that the reasons requiring the processing of my personal data have disappeared and within this framework, i request that my personal datas; a) is deleted b) is destroyed. (KVKK M.11/1-e)	*Write your choice in writing.*
7	Personal data that I think is incomplete and incorrectly processed, a) Correction, b) Deletion, c) Destroy, I want the transactions made about my request to be notified to third parties to whom my personal data have been transferred. (KVKK M.11/1-f)	*Write your choice in writing.*
8	I believe that my personal data processed by the company are analyzed exclusively through automated systems and that a result has arisen against me personally as a result of this analysis. I object to this conclusion. *"Write the analysis result that you think is unfavorable to you in the "Options" field and send additional documents supporting your objection."*	Data Revealed as a Result of Analysis

9	I was damaged due to the illegal processing of my personal data. I demand compensation for this damage. (KVKK M.11/1-ğ) Write the issue subject to the illegality in the "Options" field and send the supporting documents as attachment. (Court decision, Board decision, documents showing the amount of material damage, etc.)	Data Unlawfully Processed;

Please choose the method by which you will be notified of our response to your application.:

□ I want it to be sent to my address in writing..

□ I want it to be sent to my e-mail or REP address.

(If you choose the e-mail method, we will be able to respond to you faster.)

□ I want to receive it by hand.

   (In case of receipt by proxy, a notarized power of attorney is required).

This "Request Form" has been prepared in order to determine your relationship with the Company, to determine your personal data processed by the Company, if any, and to respond to your relevant application within the legal period. Our Company reserves the right to request additional documents regarding your application, identification and / or authorization determination or your request in order to prevent legal risks that may arise from unlawful and unfair data sharing, and especially to ensure the security of your personal data and to make a healthy examination of your request. In the event that the information regarding your requests submitted to the Company is not accurate and up-to-date or an unauthorized application is made to the Company, the Company does not accept responsibility for the requests arising from such false information or unauthorized application.

In line with the above-mentioned requests, I request that my application to the Company be evaluated in accordance with Article 13 of the Law and be informed.

Applicant (Data Subject)

Name, Surname   :

Date   :

Signature   :