

# TANAP DOĞALGAZ İLETİM ANONİM ŞİRKETİ

## DATA SUBJECT APPLICATION FORM

### 1. General Information

As per Article 20 of the Constitution of the Republic of Turkey, every person shall have the right to demand the protection of his/her personal data. This right includes the right to demand to be informed regarding his/her own personal data, access to such personal data, request the correction or deletion of personal data and to be informed on whether or not they are used in accordance with their purposes.

Law on Protection of Personal Data No. 6698 (“**PDP Law**”) grants the right to make certain requests relating to the processing of personal data.

In accordance with Article 13 of PDP Law, the evaluation of the rights of the data subject arising out of the title of the related person and the provision of information required to be made to the related person (data subject) shall be made through this Data Subject Application Form by TANAP Doğalgaz İletim Anonim Şirketi (“**TANAP**” or “**Company**”).

### 2. Right of Application

#### 2.1. Subject of Application

Pursuant to Article 11 of the PDP Law, any person whose personal data is processed may apply to our Company and submit requests for any of the following matters relating to himself/herself:

- (1) Learn whether or not personal data are processed;
- (2) Request information as to processing if personal data have been processed;
- (3) Learn the objective of processing the personal data and whether or not they are used in accordance with the relevant objective;
- (4) Learn the third parties to whom personal data are transferred within the country or at abroad;
- (5) In case the personal data is processed incompletely or inaccurately; requesting correction thereof and notification of the transactions made in this regard to third parties to whom personal data have been transferred;
- (6) Request deletion, destruction or anonymization of personal data if the grounds for the processing no longer exist and request notification of the transactions made in this regard to third parties to whom personal data have been transferred;
- (7) Object to any consequence against the data subject by means of analysis of personal data exclusively through automated systems;
- (8) in case the person incurs damages due to unlawful processing of personal data, request compensation of damages incurred.

#### 2.2. Situations Outside the Scope of Right of Application

Pursuant to Article 28 of PDP Law, related persons shall not be entitled to exercise their rights in the following cases:

- (1) Processing of personal data within the scope of activities related to data subject himself/herself or related to his/her family members that reside in the same residence, provided that the said data are not shared with third persons and provided that the data security obligations are complied with,
- (2) Processing of personal data with the purposes of research, planning, and statistics and by anonymization via official statistics,
- (3) Process of personal data within the context of art, history, literature, or with scientific purposes or within the scope of freedom of speech, provided that such information does not infringe national defense, national security, public safety, public order, economic security, right to privacy and personal rights or constitute a criminal offense,
- (4) Process of personal data within the scope of preventive, protective and intelligence activities carried out by public agencies and institutions authorized by Law with respect to national defense, public safety, public order or economic security,
- (5) Process of personal data by judicial or execution authorities in relation to the investigation, prosecution, trial or execution procedures.

Pursuant to paragraph 2 of Article 28 of PDP Law, related persons shall not be entitled to claim rights in the below-mentioned circumstances (except for the right to request compensation of damages):

- (1) In the event that personal data processing is required in order to prevent or investigate a crime,
- (2) Processing of personal data that have been made public by the related person,
- (3) In case where the processing of personal data is required by the competent public authorities, public institutions and professional associations in the form of public institutions, in order to conduct supervisory or regulatory duties and for disciplinary investigations or prosecutions, on the basis of authority granted by Law,
- (4) In case where the processing of personal data is required to protect the economic and financial interests of the State in relation to budget, tax and financial matters.

### 3. Means of Application

The applications of related persons (data subjects) regarding their rights arising from the PDP Law shall be submitted to us in writing in accordance with Article 13 of the PDP Law or other methods determined by the Personal Data Protection Board (“the **Board**”):

Method of Application	Explanation	Application Address
<b>Web-Site</b>	By filling the Application Form found at the address <a href="http://www.tanap.com">www.tanap.com</a> and submitting the original signed copy in writing in person or via a notary	Söğütözü Mah. Söğütözü Cad. No:2B /37 Koç Kuleleri B Blok Çankaya / Ankara
<b>Electronic Medium</b>	By sending via related person’s registered electronic mail (KEP) address, secure electronic signature, mobile signature or by e-mail address previously notified to TANAP by the related person and registered in TANAP systems	kvkk@tanap.com

*\* Applications must be submitted containing the expression “Request for Information under the Law on Personal Data Protection”*

### 4. Contact Information of the Related Person (Data Subject)

<b>Name- Surname</b>	
<b>Turkish Identity number / For foreigners: Nationality, passport number or identification number – (if applicable)</b>	
<b>Telephone Number</b>	
<b>E-Mail Address</b>	
<b>Residential address or work address for notification purposes</b>	
<b>Relation with our Company</b>	<input type="checkbox"/> Supplier Employee <input type="checkbox"/> Supplier Representative <input type="checkbox"/> Visitor <input type="checkbox"/> Intern <input type="checkbox"/> Prospective Employee <input type="checkbox"/> Other  <i>Please specify:</i> _____

## 5. Requests that can be directed by the Related Persons (Data Subjects)

Please select the subject of your application regarding your personal data, from the following:

	Subject of Requests that can be made and Legal Basis	Your Choice
1	I would like to know whether or not my personal data is being processed within your Company.  <i>(Article 11/1 (a) of PDP Law)</i>	
2	If my personal data is being processed, I request information about such data processing activity.  <i>(Article 11/1 (b) of PDP Law)</i>	
3	If my personal data is being processed, I would like to learn the objective for the processing of personal data and whether such data is used in accordance with the relevant objective for processing  <i>(Article 11/1 (c) of PDP Law)</i>	
4	I request information on whether my personal data is transferred to third parties in the country and/or at abroad and if so, I request information about the third parties to whom my personal data have been transferred;  <i>(Article 11/1 (ç) of PDP Law)</i>	
5	I request the correction of my personal data that are incompletely or inaccurately processed by your Company/third parties to whom my personal data is transferred. <i>(Upon request, accurate and supplementary information/documents shall be provided for the correction of your personal data that you think are incomplete or inaccurate.)</i>  <i>(Article 11/1 (d) of PDP Law)</i>	
6	I believe that the reasons for the processing of my personal data no longer exist and I request my personal data; <ul style="list-style-type: none"> <li>- To be deleted <input type="checkbox"/></li> <li>- To be destructed <input type="checkbox"/></li> <li>- To be anonymized <input type="checkbox"/></li> </ul> <i>(please mark your choice with x.)</i>  <i>(Article 11/1 (e) of PDP Law)</i>	
7	I request my personal data, which I think is incompletely or inaccurately processed (Request No: 5) to be corrected to be rectified by third parties to whom my personal data is transferred.  <i>(Article 11/1 (f) of PDP Law)</i>	
8	I request my personal data, the reasons for processing of which I think is eliminated (Request No: 6); <ul style="list-style-type: none"> <li>- To be deleted <input type="checkbox"/></li> <li>- To be destructed <input type="checkbox"/></li> <li>- To be anonymized <input type="checkbox"/></li> </ul> also by third parties to whom my personal data is transferred. <i>(please mark your choice with x.)</i>  <i>(Article 11/1 (f) of PDP Law)</i>	
9	I object to the consequence against myself arising by the means of analyzing my personal data exclusively by the automated systems.  <i>(Article 11/1 (g) of PDP Law)</i>	

<b>10</b>	I request compensation of the damages that I have incurred due to unlawful processing of my personal data.  <i>(Article 11/1 (g) of PDP Law)</i>	
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**6. Our Company's Procedure for Responding to Applications and Duration of Response**

In accordance with Article 13 of the PDP Law, our Company will finalize your application requests free of charge within 30 (thirty) days at the latest according to the nature of the request. In case the request is rejected, the ground(s) with justification for the rejection will be notified to you in writing or electronically.

Our Company will conclude the applications made to our Company by the related persons free of charge, as soon as possible according to the nature of the request and within 30 (thirty) days at the latest as per Article 13 of the PDP Law. However, in case the transaction also requires a separate cost, then the fee in set forth the tariff designated by the Board may be requested from the related persons.

In order to ensure security of your personal data, our Company may request information from the applicant for identification and authorization purposes.

The application of the related persons may be rejected in the following cases:

- (1) It is violating the rights and freedoms of other persons
- (2) It requires disproportionate effort
- (3) Information is publicly available
- (4) It is jeopardizing the privacy of others
- (5) Existence of one of the cases that are not within the scope of the PDP Law

Please indicate your choice for notification of our Company's response to your application:

<b>1</b>	I request to receive the response in writing.	
<b>2</b>	I request to receive the response electronically.	

**7. Related Person's Right to File a Complaint with the Board**

Pursuant to Article 14 of PDP Law, in cases where the application is rejected, the given response is found insufficient or the response to the application is not given within the stipulated period of time, the related person shall be entitled to file a complaint with the Board 30 (thirty) days from the date of receipt of our Company's response and in any case within 60 (sixty) days from the date of application.

Without prior application to our Company, filing a complaint with the Board is not possible.

**Related Person's (Applicant's):**

Name and Surname:

Date of Application:

Signature:

Contact Information: