

ORJİN GROUP DATA SUBJECT APPLICATION FORM

1. GENERAL

This Application Form has been prepared by Orjin Gayrimenkul Yatırım İnşaat A.Ş., which is the data controller of the Orjin Group, (“Orjin”) in order to evaluate and resolve the applications, which are made by you, the data subjects, pursuant to Articles 11 and 13 of the Personal Data Protection Law numbered 6698 (“PDPL”), promptly, efficiently and comprehensively.

2. APPLICATION METHOD

Pursuant to Articles 11 and 13 of PDPL, you, the data subjects, may convey to Orjin your requests in relation to enforcement of PDPL in writing by filling out this Application Form or by other methods determined by the Board:

(a) they have the right to learn by an e-mail to be sent to the e-mail address kvkk@orjin.com.tr

(b) with an Application Form sent to the address Maslak Mah. Eski Büyükdere Cad. No: 27, Orjin Maslak İş Merkezi, K:13/77, 34485 Sarıyer/İstanbul by way of mail with return receipt requested, through notary or by delivery in person.

(I) INFORMATION WITH RESPECT TO DATA SUBJECT

In order to carry out the necessary investigations and evaluations with respect to your application and to find solutions with respect to the matter you need to fill in the fields below accurately and completely:

Name-Surname*	
T.R. Identity Number*	
Address*	
Telephone Number*	
E-mail Address*	

*Required fields

The personal data you have provided above are processed exclusively for the purpose of evaluating and finalizing the Application Form and contacting you.

Please tick the appropriate option regarding your relationship with Orjin and indicate in the section below whether the current relationship is still continuing.

Tenant/Tenant Contractors	<input type="checkbox"/>	Employee/Intern	<input type="checkbox"/>
Business Partner/	<input type="checkbox"/>	Employee Candidate	<input type="checkbox"/>
Goods and Service Provider	<input type="checkbox"/>	Visitor	<input type="checkbox"/>
Other (_____)			

My relationship with Orjin is still on going on the application date.

My relationship with Orjin has ended as of _____

II) REQUESTS OF DATA SUBJECT

Please tick the relevant box/boxes in the list below for the issue/issues you would like to be informed of pursuant to Articles 11 and 13 of the PDPL as the data subject.

YOUR REQUEST	REQUIRED INFORMATION/DOCUMENT	YOUR CHOICE
1. I would like to learn whether my personal data are processed by Orjin.	If you would like to obtain information with respect to a special data, please indicate	<input type="checkbox"/>
2. I would like to learn the purpose of the processing of my personal data by Orjin.	If you would like to obtain information with respect to a special data, please indicate	<input type="checkbox"/>
3. I would like to learn whether my personal data are used by Orjin in line with the purpose.	If you would like to obtain information with respect to a special data, please indicate	<input type="checkbox"/>
4. If my personal data are transferred to third persons, within the country or abroad, I would like to learn about the third persons to whom the personal data are transferred.	If you would like to obtain information with respect to a special data, please indicate	<input type="checkbox"/>
5. I believe my personal data are processed incompletely or inaccurately and I request rectification thereof.	Please indicate the data, which you believe are processed incompletely or inaccurately and how this data should be corrected	<input type="checkbox"/>
6. I would like my personal data, which I believe are processed incompletely/inaccurately to be corrected by the third parties to whom my such personal data are transferred	Please indicate the data, which you believe are processed incompletely or inaccurately and how this data should be corrected	<input type="checkbox"/>

<p>7. I would like my personal data be erased/destroyed since the reasons requiring the processing of my personal data cease to exist</p>	<p>Please indicate the personal data, which are subject matter of your request and the result, which you believe to be detrimental you and please attach the information and documents certifying these issues to the Application Form</p>	<p style="text-align: center;"><input type="text"/></p>
<p>8. I would like my personal data to be erased/destroyed by third persons to whom my personal data are transferred since the reasons requiring the processing of my personal data cease to exist</p>	<p>If your request related only to some of your personal data, please indicate which data these are together with the document and information certifying the reason of your request and please attach the information and documents certifying these issues to the Application Form</p>	<p style="text-align: center;"><input type="text"/></p>
<p>9. I believe that my personal data, which are processed by Orjin, have been analyzed exclusively through automated means and a result, that is detrimental to me, has arisen as a result of such analysis. I object to such result.</p>	<p>Please indicate the reasoning of your request and the outcome of your request to be informed, please attach the information and documents certifying these issues to the Application Form.</p>	<p style="text-align: center;"><input type="text"/></p>
<p>10. I request indemnification of the damages, which I incurred due to unlawful processing of my personal data.</p>	<p>Please indicate the reasoning of your request and the damage which you believe to have incurred in the section below; please attach the information and documents (example; decisions of the Personal Data Protection Board or court decisions) certifying these issues to the Application Form.</p>	<p style="text-align: center;"><input type="text"/></p>

In applications made by third persons on behalf of the data subject, this Application Form must be accompanied by a special power of attorney certified by the notary. In applications made for children, who are under custody/guardianship, this Application Form must be accompanied by the copies of documents evidencing the custody/guardianship relationship.

In case the data subject relays to Orjin its request in accordance with the procedure under the Personal Data Policy by way of the Application Form, Orjin shall, depending on the nature of the request, conclude the relevant request at the latest within thirty days. Orjin may request information from the applicant in order to ascertain whether the applicant is the data subject. Information and documents obtained by the data controller in relation to the questions asked for this purpose shall not be recorded in a data recording system, however, even if such are recorded, they will be disposed of immediately upon confirmation that the applicant is the data subject.

(III) CONCLUSION OF THE REQUEST BY THE DATA SUBJECT

Pursuant to the PDPL, depending on its nature, your request will be answered *as soon as possible* following the receipt thereof by us *and at the latest within thirty (30) days*. Pursuant to article 13 of the PDPL, depending on your choice specified in this Application Form, our answers and evaluations will be communicated to you either in writing or in electronic medium. If you have a primary preference regarding communication by either mail or e-mail, please specify below:

I want the result of my application to be sent to my e-mail address.	
I want the result of my application to be sent to my address via mail.	

Your requests will be concluded by Orjin free-of-charge, in case the reply process causes an additional cost, a fee may be requested in the amounts set forth in the relevant legislation.

(IV) STATEMENT BY THE DATA SUBJECT

I kindly request that the application to receive information made pursuant to the PDPL be evaluated and concluded pursuant to the request(s) specified above, I agree, acknowledge and undertake that the information and documents provided by me to you in this application are correct, up-to-date and pertain to myself.

Data Subject	
Name and Surname	
Application Date	
Signature	

IMPORTANT EXPLANATIONS IN RELATION TO DATA SUBJECT APPLICATION FORM AND THE RIGHT TO APPLY:

1.Data Subject's Right to Apply

Article 11 of the Personal Data Protection Law numbered 6698 sets forth that data subject may make requests in relation to the following matters.

- to learn whether personal data are processed
- if personal data are processed, to request information as to the processing
- to learn the purposes for which the personal data are processed and whether such data are used in accordance with these purposes
- to be informed of the third parties, within the country or abroad, to whom personal data are transferred
- if personal data are processed incompletely or inaccurately, to request the rectification thereof

- in case the bases requiring the processing of personal data cease to exist even though personal data were processed in line with the Personal Data Protection Law and other relevant provisions of law, to request the deletion or destruction of personal data and to request that this be notified to third parties to which personal data have been transferred
- to request that the actions taken for correction, erasure, destruction or anonymization of personal data be notified to third parties, to which personal data have been transferred
- to object to any results to the detriment of the data subject reached by analysis of personal data exclusively through automated means
- to request compensation for any damages incurred due to the unlawful processing of personal data

2.Exemptions to the Right to Apply

As per article 28 of the PDP Law, it is not possible for data subject to assert their rights in relation to the following:

- personal data are processed for official statistics for purposes such as research, planning and statistics provided that they are anonymized
- personal data are processed for artistic, historical, literary or scientific purposes, or within the scope of freedom of expression provided that national defense, national security, public security, public order, economic security, right of privacy or personal rights are not violated or the processing doesn't constitute a crime
- personal data are processed within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations duly authorized and appointed by law to maintain national defense, national security, public security, public order or economic security
- personal data are processed by judicial authorities or enforcement authorities with regard to investigation, prosecution, judicial or enforcement proceedings

As per article 28/2 of the PDP Law, in case of the following, it is not possible for data subjects to assert their rights other than the right to request compensation of damage.

- processing of personal data is necessary for the prevention of committing a crime or for the investigation of a crime
- processing of personal data is carried out on data which are made public by the data subject itself
- processing of personal data is necessary for the performance of supervisory or regulatory duties and disciplinary investigation and prosecution to be carried out by the appointed and authorized public institutions and organizations and by professional organizations qualifying as public institutions, in accordance with the power conferred on them by the law
- processing of personal data is necessary for the protection of economic and financial interests of the State in terms of budget, tax and financial matters

3. Data Subject's Right to Lodge a Complaint with the Personal Data Protection Board

Pursuant to article 14 of the Personal Data Protection Law numbered 6698, if the application is refused, the response is found insufficient or the application is not responded to within the specified time period, the data subject may lodge a complaint with the PDP Board within thirty days from the data subject receiving the response of Orjin and, in any case, within sixty days as of the application date.