

ARCON KOZMETİK SANAYİ VE TİCARET LİMİTED ŞİRKETİ

PERSONAL DATA APPLICATION FORM

GENERAL EXPLANATION

Personal data owners (hereinafter referred to as the "Applicant") defined as relevant person in the Law No.6698 on the Protection of Personal Data ("PPD Law") have been given the rights in Article 11 of the PPD Law to make certain requests regarding processing of their personal data.

In accordance with Sub-Article 1 of Article 13 of PPD; applications to be made regarding these rights to our Company which is data controller should be sent to us in writing or by other methods determined by the Personal Data Protection Board (the "Board").

Within this framework applications to be made to our Company in writing can be delivered to us by printing this form;

- With the Applicant's application personally,
- Through notary public,
- Through an e-mail to company e-mail address by Applicant.

Information is given below about written application channels regarding how the written applications will be delivered to us.

Application Method	Address to Apply	Information to be Specified in Application
Personal Application (The applicant's personally coming and applying with a document proving his identity)	Ahi Evran Cad. 42. Maslak No.6 A Kule K.10 D. 3 Maslak/Sarıyer/İstanbul	It shall be written that "Information Request Within the Context of the Law on Protection of Personal Data" on the envelope.
Notification through notary public	Ahi Evran Cad. 42. Maslak No.6 A Kule K.10 D. 3 Maslak/Sarıyer/İstanbul	It shall be written that "Information Request Within the Context of the Law on Protection of Personal Data" on the notification envelope.
Via e-mail	diorbeauty@arconkozmetik.com	It shall be written that "Law on Protection of Personal Data Information Request " on the subject section of e-mail..

Also, after other methods to be determined by the Board are announced, our Company will announce how applications will be received through these methods.

Your applications delivered to us will be responded within 30 days from the date we receive it according to nature of request in accordance with Sub-Article 2 of Article 13 of PPD Law. Our responses will be forwarded in writing or electronically in accordance with the Article 13 of the PPD Law.

Please, specify your relationship with our Company:

EMPLOYEE ☐

JOB APPLICANT ☐

CUSTOMER ☐

SHAREHOLDER ☐

MANAGER ☐

OTHER (Please specify):

Please specify in detail your request in scope of PPD Law :

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Please select method that we will be notified by our response to your application:

☐ I want it sent to my address.

☐ I want it sent to my e-mail address.

(In case that you select method of e-mail, we will be able to respond to you faster.)

☐ I want to receive it by hand. *(In case of receiving vicariously, a notarized power of attorney or a certificate of authorization is required.)*

This application form has been arranged in order to response your related application correctly and within legal period by determining your relationship with our Company and, if any, by determining in full your personnel data processed by our Company. Our Company reserves the rights to demand additional document and information (Copy of identification card or driver licence etc.) in order to determine identification and authorization for the purpose of eliminating legal risks that may result from illegal and unfair data sharing and especially ensuring security of your personal data. In case that information regarding your requests submitted under the form is not correct and up-to-date or an unauthorized application is made, our Company does not accept any liability for requests arising from false information or unauthorized application.

The Applicant (Personal Data Owner)

Name Surname :

Date of Applicant :

Signature :