

BC FİBER

FORM FOR APPLICATION TO DATA CONTROLLER

1. General Explanations

Personal data subjects ("Applicant") defined as the relevant person in the Law on the Protection of Personal Data No.6698 ("LPPD") are granted certain rights regarding their requests on the processing of their personal data in Article 11 of the Law on LPPD.

The application form has been prepared in order to determine your relationship with the Bc Fiber Optik San. Ve Tic. A.Ş. ("BC Fiber") and to determine your personal data processed by BC Fiber, if any, and to respond to your application in a correct and legal period. Additional information may be requested by BC Fiber for identification and authorization in order to ensure the security of your personal data and to prevent illegal data transfer. In the event that the information provided by the Applicant is not correct and/or up-to-date or the requests are unauthorized, the responsibility regarding this matter lies with the Applicant.

Pursuant to Article 7 of the Communiqué on the Procedures and Principles of Application to Data Controller, if the Applicant's application will be answered in writing, up to ten pages will not be charged. 1 Turkish Lira in processing fees may be collected for each page beyond ten. If the reply to the application is given in a recording medium such as CD, flash memory, a fee may be requested for the cost of the recording medium.

2. Scope of the Right to Apply within the Framework of Article 11 of the LPPD

The Applicant may apply to BC Fiber and request the following:

- 1) Learning whether the personal data have been processed or not,
- 2) Requesting information if your personal data has been processed,
- 3) Learning the purpose of the processing of the personal data and whether data are used in accordance with their purpose;
- 4) Learning the third parties inside and outside the country to whom the personal data are transferred,
- 5) If the personal data is processed incompletely or incorrectly, request correction thereof and, in this extent, request notification of the same to the third persons to whom the personal data have been transferred,
- 6) In the event that, even though the personal data have been processed in compliance with the LPPD and other relevant laws, the causes for processing disappear, requesting deletion or disposal of the personal data and, in this extent, request notification of such deletion or disposal to the third persons to whom the personal data have been transferred,
- 7) Objecting to any consequence against by means of analysing the processed data exclusively by the automatic systems,
- 8) Claiming compensation for the damage in case of damage due to unlawful processing of personal data,

3. How to Apply

Pursuant to first paragraph of Article 13 of the LPPD, data subject shall make an application about these rights in writing, or via other methods specified by Personal Data Protection board (the "Board"), to our Company as the data controller.

In this regard, the written applications can be submitted to our Company by taking a printout of this form and using the following ways;

- By the application of the Applicant in person,
- Through a notary public,
- Registered electronic mail (KEP) address, secure electronic signature, mobile signature or
- By e-mail to be sent from the e-mail address that the Applicant has previously notified us and recorded in our system.

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

Application Method	Information to be specified in submitting application	Application address
Personal Application (Applicant should be present himself/herself and produce ID card).	The envelope shall bear the following information: "Request for Information under the Law on the Protection of Personal Data".	Halil Rıfat Paşa Mah. Yüzer Havuz Sokak Erpa Tic. Merkezi A Blok Kat 11 No:1588 Şişli/İstanbul
Notification through Notary Public	The notification envelope shall bear the following information: "Request for Information under the Law on the Protection of Personal Data".	Halil Rıfat Paşa Mah. Yüzer Havuz Sokak Erpa Tic. Merkezi A Blok Kat 11 No:1588 Şişli/İstanbul
By signing with "secure electronic signature", through the registered	Email Subject shall bear the following information: "Request for Information	-

electronic mail (KEP)	under the Law on the Protection of Personal Data".	
Application by Mobile Signature or E-mail [using the email address previously notified by the data subject to the data controller and registered in the controller's system]	Email Subject shall bear the following information: "Request for Information under the Law on the Protection of Personal Data".	kvkk@bcfiber.com

BC Fiber will be able to request additional information and take the necessary measures to verify the identity of the Applicant in the applications to be made by the Applicant via e-mail.

Your applications communicated to us shall be responded electronically within at the latest thirty days and as soon as possible as of the date on which your request has been delivered to us as to the nature of the request as per second paragraph of Article 13 LPPD.

4. Your Identity and Contact Information

A. Applicant's Contact Information

Name	
Surname	
T.R. ID Number / Passport No. (if foreigner)	
Phone	
E-mail	
Residence or Work Address	

B. Please indicate your relationship with BC Fiber. (Visitor, Customer, business partner employee, employee candidate, former employee, third party company employee, shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business Partner	<input type="checkbox"/> Employee <input type="checkbox"/> Candidate Employee <input type="checkbox"/> Former Employee <input type="checkbox"/> Other :.....
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The department within our company you are in communication

Department:.....

Subject:.....

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5. Subject of the Request

Please specify in detail your request under the LPPD:

Applicant
Name Surname:
Signature (if written application):