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WIRTGEN ANKARA MAKINASANAYIVETICARET LIMITED SIRKETI RELATED PERSON APPLICATION FORM

1. General Information

In accordance with the Article 20 of the Turkish Constitution, all individuals are entitled to ask for the protection of their personal data. This right includes being informed on their personal information, having access to them, requesting their correction or deletion, and learning whether this information has been used only for certain purposes.

Personal Data Protection Law No: 6698 (referred to as **“the PDP Law”** hereinafter) grants individuals the right to make application for various requests as to processing of their personal data.

Wirtgen Ankara Makina Sanayi ve Ticaret Limited Sirketi (referred to as the **“Company”** hereinafter) evaluates the rights arising out of the “data owner” title of the concerned people and makes notification to them in accordance with the Article 13 of the PDP Law, by using this related person Application Form.

2. Application Right

2.1. Subjects of Application

As a person who personal data is processed, you are entitled to apply our Company to demand the following in respect your personal data, in accordance with the Article 11 of PDP Law:

- (1)to learn whether your personal data has been processed or not,
- (2)to demand information on this processing activity, if your data was processed,
- (3)to learn about the purposes of personal data processing and whether your data was used in pursuit of such purposes,
- (4)to learn about the third parties at home and abroad to whom your personal data were transferred,
- (5)to ask our Company to correct your personal data which are incomplete or incorrect and notify the concerned third parties to whom this transaction was transferred,
- (6)to ask our Company to delete, destruct or anonymize your personal data if the reasons requiring processing them no longer exist, and to notify the concerned third parties to whom they were transferred to on the transaction performed under this scope,
- (7)to object to a result which occurs against the related person by analyzing the processed personal data through analyzes automatic systems,
- (8)To claim the indemnification of damage incurred on you as a result of illegal processing of your personal data.

2.2. Cases Remaining Outside the Scope of the Application Right

In accordance with the Article 28 of the PDP Law, the related persons are not entitled to file an application to claim right:

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- (1) If the personal data were processed by natural persons under the scope of the activities concerning themselves or the family members living in the same house, provided that the personal data is not disclosed to the third parties and the obligations concerning data security are respected,
- (2) If the personal data were processed to conduct research, planning and statistical work through anonymization with official statistics,
- (3) If the personal data was processed for purposes related to arts, history, literature or scientific purposes or under the scope of freedom of expression, provided that the transaction of processing does not breach/threaten national defense, national security, public security, public order, economic security, privacy or personal rights, or constitute a crime,
- (4) If personal data were processed under the scope of the preventive, protective and intelligence activities conducted by the public entities and institutions which were authorized by the laws with a view to protect/ensure national defense, national security, public security, public order or economic security,
- (5) If personal data was processed by judicial authorities or law enforcement units in respect to investigation, prosecution, trial.

In accordance with the Paragraph 2 of the Article 28 of the PDP Law, the related persons are not entitled to claim rights (except for the right to claim indemnification of damage) in the following cases:

- (1) If the personal data needed to be processed in order to prevent conduct of a crime or crime investigation,
- (2) If the personal data was processed in its form which was anonymized by the related person himself/herself.
- (3) If data was processed by public entities and institutions which were authorized and assigned by the Personal Data Protection Law and Professional organizations, supervisory or regulatory agencies with public identity to perform their duties and fulfill investigation or prosecution purposes.
- (4) If personal data needs to be processed in order to protect the economic and financial interest of the State in respect to the budget, tax and financial affairs.

3. Application Tools

The related persons need to submit their applications concerning their rights arising from PDP Law, in writing and in compliance with the Article 13 of the PDP Law, via other methods to be stipulated by the Personal Data Protection Board (referred to as the "Board" hereinafter):

Application Method	Explanation	Application Address
Webpage	The Related person Application Form available at the application address will be filled and signed with wet signature and submitted in writing and	https://www.wirtgen-group.com/ankara/tr/bilgi/privacy-policy/



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	in person or through public notary.	
Electronic media	registered email address (KEP) of the related person, secure electrical signature, mobile signature or the e-mail address with extension of an electronic mail address which was notified to Wirtgen previously and registered in the system of Wirtgen	info.ankara@wirtgen-group.com

** It is necessary to indicate "Information Request under the Personal Data Protection Law" on the applications sent.*

4. Contact Information of the related person

Name Surname	
Turkish ID No/ Nationality, Passport Number or ID Number (if any) for Foreigners	
Telephone Number	
E-mail Address	
Residential address or work address to be used for notification	
The Relationship To Our Company	<input type="checkbox"/> Person Procuring Product or Service <input type="checkbox"/> Supplier <input type="checkbox"/> Visitor <input type="checkbox"/> Other <i>Please indicate: _____</i>

5. Requests which can be managed by the related persons

Please select the subject of your application concerning your personal data among the following:



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	Possible Requests and Legal Ground	Your Choice
1	<p>I want to learn whether my personal data was processed by your Company or not.</p> <p><i>(Article 11/1 (a) of the PDP Law)</i></p>	
2	<p>If my personal data has been processed, I request information on the processing activity.</p> <p><i>(Article 11/1 (b) of the PDP Law)</i></p>	
3	<p>If my personal data has been processed, I want to learn the purpose of processing and whether this data processing activity served the purposes or not.</p> <p><i>(Article 11/1 (c) of the PDP Law)</i></p>	
4	<p>I want to be informed as to whether my personal data was transferred to third parties based in the country and/or abroad, and if yes, I want to be informed on such third parties.</p> <p><i>(Article 11/1 (ç) of the PDP Law)</i></p>	
5	<p>I request completion/ correction of my personal data which was processed in incomplete or incorrect form by third parties to whom you transferred my personal data.</p> <p><i>(In case of request submission of correct information/ complementary documentation is required in order to correct the incomplete or incorrect personal data)</i></p> <p><i>(Article 11/1 (d) of the PDP Law)</i></p>	
6	<p>I believe that the reasons requiring my personal data to be processed no longer exist and thus I want my personal data</p> <ul style="list-style-type: none"> - to be deleted <input type="checkbox"/> - to be anonymized <input type="checkbox"/> - to be destructed <input type="checkbox"/> <p><i>(Please put cross next to your choice.)</i></p> <p><i>(Article 11/1 (e) of the PDP Law))</i></p>	

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7	I kindly request that my personal data which I think are incomplete/incorrect are corrected by the third parties to whom they were transferred as well (Request 5) (Article 11/1 (f) of the PDP Law)	
8	I request that the third persons who I think processed my personal data incorrectly/incompletely (Request No: 5) - delete <input type="checkbox"/> - anonymize <input type="checkbox"/> - erase <input type="checkbox"/> My personal data <i>(Please put a cross next to your choice.)</i> (Article 11/1 (f) of the PDP Law)	
9	I object to the outcome arising against me on the basis of the results of the analyses conducted on my personal data through automatic systems exclusively. (Article 11/1 (g) of the PDP Law)	
10	I request indemnification of the damage I was exposed to due to the illegal processing conducted on my personal data. (Article 11/1 (h) of the PDP Law)	

6. Response Procedure Followed by our Company for the Applications Received

Our Company concludes the applications made by the related persons to our Company, at earliest convenience, within 30 (thirty) days at the latest, depending on the nature of the requests, on free of charge. In cases where correction leads to a cost, the concerned fee determined by the Board may be demanded from the related person, in accordance with the Article 7 of the PDP Law.

Information will be demanded from the related person for the determination of identity and authority of the application, with a view to ensure security of your personal data.

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

- (1) It is necessary to prevent the rights and freedoms of other people,
- (2) It requires use of disproportional efforts,
- (3) The information is publicly available information.
- (4) It endangers privacy of others.
- (5) Any of the cases falling out of the scope of PDP Law is present.

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Please state your choice concerning the method of notification with which you want to receive our response to your application:

1	I want to receive your response in writing.	
2	I want to receive it electronically.	

7. Related Person's Right to Complaint to the Board

In cases where the related person receives no response within the stipulated period of time or insufficient response for the application or the application is rejected, the related person may file a complaint application to the Board within 30 (thirty) days as of the date h/she receives our response or in any case within 60 (sixty) days as of the application date.

It is not possible for the related person to file a complaint application to the Board, without prior application to our Company.

Information of the Related Person (Applicant):

Name and Surname:

Date of Application:

Signature:

Contact Information: