DATA SUBJECT APPLICATION FORM

NOVA ARSA GELİŞTİRME İNŞAAT SANAYİ VE TİCARET ANONİM ŞİRKETİ

GENERAL INFORMATION

The Personal Data Protection Law (Law No. 6698), which is currently in force in the Republic of Türkiye, is largely aligned with the European Union's General Data Protection Regulation (GDPR) and is based on the same fundamental principles. Both regulatory frameworks require that personal data be processed lawfully, fairly, and transparently for specific, explicit, and legitimate purposes; that such data be accurate and kept up to date where necessary; that processing be relevant, limited, and proportionate to the intended purposes; and that personal data be retained only for the period necessary for those purposes.

The Personal Data Protection Law governs the personal data processing activities of data controllers operating within Türkiye and incorporates many elements similar to those found in the GDPR, including data security obligations, data subject rights, the obligation to inform, requirements for explicit consent, and lawful bases for processing.

The documents presented on this website have been prepared in accordance with the provisions of the Personal Data Protection Law. They are structured in parallel with the GDPR and reflect the legal obligations applicable to data processing activities carried out within Türkiye. Accordingly, given the structural similarities between the two laws, these documents are considered to be consistent with data processing practices concerning individuals located within the European Economic Area (EEA).

Thanks to the structural alignment between the Personal Data Protection Law and the GDPR, our data processing principles comply not only with domestic legislation but also with international data protection standards.

This form, provided by **NOVA ARSA GELİŞTİRME İNŞAAT SANAYİ VE TİCARET ANONİM ŞİRKETİ** ("**Company**"), includes all elements necessary to facilitate the exercise of your right to application granted to data subjects under Article 11 of the Personal Data Protection Law (Law No. 6698, the "**Law**"). Therefore, we kindly request that you print, complete, and submit this form to us using one of the submission methods indicated at the end of the form when exercising your right to application regarding your personal data.

A. CONTACT INFORMATION OF THE APPLICANT:

Name:	
Surname:	
National ID Number (Please specify the nationality):	
Phone Number:	
E-mail: (Please complete if you prefer to receive the result of your application via e-mail)	
Address:	

B. PLEASE SPECIFY YOUR RELATIONSHIP WITH OUR COMPANY (e.g., Customer, Visitor, Business Partner, Job Applicant, Former Employee, Employee of a Third Party, Shareholder, etc.)

☐ Customer ☐ Visitor ☐ Business Partner ☐ Supplier	☐ Former Employee *Please specify the years you worked in the company:* …… ☐ Job Applicant *Please indicate the date of your application to the company:* ……
☐ Other: ……..	

C. INFORMATION REGARDING THE EXERCISE OF THE DATA SUBJECT'S RIGHTS

Preference	Subject
	Do you process my personal data within your Company?
	If my personal data is processed within your Company, I request information regarding this processing activity.
	If my personal data is processed within your Company, I request information on the purpose of processing and whether the activity is carried out in line with its intended purpose.
	Is my personal data transferred to third parties domestically or abroad? If so, I request information about these third parties.
	I believe my personal data is processed inaccurately or incompletely by your Company and request it to be rectified. ***In case of such a request, the following information and documents must be submitted to our Company:*** • **The content of the personal data you believe is inaccurate or incomplete,** • **Documents demonstrating the accurate and supplementary information regarding your personal data.**
	I believe the reasons for processing my personal data no longer exist; therefore, I request that my personal data be: Deleted ***or*** Anonymized. **In case of such a request, please provide information/documents explaining why you believe the reasons for processing your personal data no longer exist.**
	If my personal data has been processed inaccurately or incompletely by your Company, I request that this situation be notified to third parties to whom the personal data has been transferred. ***In case of such a request, the following information and documents must be submitted to our Company:*** • **The content of the personal data you believe is inaccurate or incomplete,** • **Documents demonstrating the accurate and supplementary information regarding your personal data.**
	If the reasons for processing my personal data have ceased to exist, I request that this be notified to the third parties to whom my personal data has been transferred. ***In case of such a request, please provide information/documents explaining why you believe the reasons for processing your personal data no longer exist.***

	I object to a result arising against me due to the analysis of my personal data processed by your Company exclusively through automated systems. ***In case of such a request, please submit documents/information explaining the result that has arisen against you.***
	I request compensation for the damage I have suffered due to the unlawful processing of my personal data. ***In case of such a request, please submit documents/information explaining the damage you have suffered.***

D. PLEASE SPECIFY YOUR REQUEST REGARDING YOUR PERSONAL DATA IN DETAIL:
(*Please also submit the information/documents mentioned above*)
STATEMENT:

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E. METHOD OF NOTIFICATION OF APPLICATION RESULT
(*Please select your preferred method of receiving a response*)

☐ I would like it to be sent to my address.
☐ I would like it to be sent to my e-mail address.
☐ I would like it to be sent to my KEP (Registered Electronic Mail) address.
☐ I would like to collect it in person.
(*If collected on behalf of another person, a notarized power of attorney or authorization document must be provided.*)

F. METHODS OF SUBMITTING THE APPLICATION FORM

- By applying in person to the address:
  Altunizade Mah. Mahir İz Cad. No:31, 34662 Üsküdar/İSTANBUL,
  with "**Personal Data Protection Law Information Request**" written on the envelope;
  or
- By sending to the KEP address **novaarsagelistirme@hs01.kep.tr** signed with a **secure electronic signature** as defined by the Electronic Signature Law No. 5070, with "**Personal Data Protection Law Information Request**" written in the subject line of the email.

G. THIS SECTION MUST BE COMPLETED BY ALL APPLICANTS:

[*Please note that providing false statements may result in legal and criminal consequences.*]

I hereby declare that all information provided in this application form is accurate and truthful; I acknowledge that **Nova Arsa Geliştirme İnşaat Sanayi ve Ticaret Anonim Şirketi** reserves the right to request additional information and documents (such as a copy of an ID card or driver's license) to verify identity and authority, in order to prevent legal risks that may arise from unlawful or unauthorized data sharing and to ensure the security of my personal data.

Full Name of the Data Subject / Person Submitting on Behalf of the Data Subject[1]:

Date of Application:

Signature:

[1] *If you are applying on behalf of someone else, please attach documents proving your authority (e.g., a document proving legal guardianship or a power of attorney).*

NOVA ARSA GELİŞTİRME İNŞAAT SANAYİ VE TİCARET ANONİM ŞİRKETİ
INFORMATION NOTICE ON THE RIGHT TO APPLY AS A DATA SUBJECT

I. RIGHT TO APPLY AS A DATA SUBJECT

• Scope of the Right to Apply

Pursuant to Article 11 of the **Personal Data Protection Law** (the "Law"), as data subjects, you are entitled to submit a request to our Company on the following matters:

1. To learn whether your personal data is being processed,
2. If your personal data has been processed, to request information in relation to such processing,
3. To learn the purpose of the processing of your personal data and whether they are used in accordance with that purpose,
4. To know the third parties in the country or abroad to whom personal data is transferred,
5. To request correction of your personal data if it is incomplete or inaccurately processed, and to request that the correction be notified to third parties to whom personal data has been transferred,
6. To request the deletion, destruction, or anonymization of your personal data if the reasons requiring its processing no longer exist, despite being processed in accordance with the Law and other relevant laws, and to request that this be notified to third parties to whom personal data has been transferred,
7. To object to the occurrence of a result against you by analyzing the processed data exclusively through automated systems,
8. To request compensation for damages arising from the unlawful processing of your personal data.

• Cases Outside the Scope of the Right to Apply

According to Article 28 of the Law, the following cases fall outside the scope of the Law, and therefore, data subjects cannot assert their rights in the following matters:

1. The processing of personal data for artistic, historical, literary, or scientific purposes or within the scope of freedom of expression, provided that it does not violate national defense, national security, public security, public order, economic security, privacy of private life, or personal rights, or constitute a criminal offense,
2. The processing of personal data for research, planning, and statistical purposes after anonymization with official statistics,

3. The processing of personal data by public institutions and organizations that are authorized by law to carry out preventive, protective, and intelligence activities to ensure national defense, national security, public security, public order, or economic security,
4. The processing of personal data by judicial or enforcement authorities in connection with investigation, prosecution, trial, or execution procedures.

Pursuant to Article 28/2 of the Law, data subjects cannot assert their rights (except the right to claim compensation for damages) in the following cases:

1. Where the processing of personal data is necessary for the prevention of crime or for criminal investigation,
2. Where personal data has been made public by the data subject,
3. Where personal data is processed by public institutions and organizations, or professional organizations with public institution status, that are authorized by law to perform supervisory or regulatory duties, or disciplinary investigation or prosecution,
4. Where the processing of personal data is necessary to protect the economic and financial interests of the State in relation to budgetary, tax, and financial matters.

II. RESPONSE TO APPLICATIONS

In accordance with Article 13 of the Law, if data subjects submit their requests regarding their personal data in writing (signed with a wet signature or a secure electronic signature), or through other methods determined by the Personal Data Protection Board, the request will be finalized by our Company, as the data controller, within **thirty (30) days at the latest**, depending on the nature of the request.

To ensure the security of the data, the Company may request additional information from the applicant to verify whether the person making the application is the data subject. Additionally, in order to ensure that the application is processed correctly and appropriately, further questions may be directed to the data subject regarding the application.

If the data subject's request poses a risk to the rights and freedoms of others, requires disproportionate effort, or concerns publicly available information, the Company may reject the request by providing justification.