

PERSONAL DATA PROTECTION LAW DATA OWNER REQUEST FORM

This *Personal Data Protection Law Data Owner Request Form* ('Form') has been created by ICBC within the scope of Article 11 of the Personal Data Protection Law No. 6698 ('PDPL'). This form will be used for the rights in the ICBC Personal Data Protection Disclosure Text by the data holders to make application to Data Controller ICBC.

In case the data owners wish to apply to ICBC in accordance with Article 13 of PDPL in order to use these rights, this Form must be signed after being fully filled and submitted to ICBC by one of the following methods:

- i. An application should be made to the ICBC General Directorate or its branches in person with the documents providing identity verification (identity card, driver's license, etc.) and the Form must be signed during this application.
- ii. The Form should be sent to Maslak Mah. Dereboyu / 2 Caddesi No: 13 34398 Sarıyer / İstanbul, through notary channel.
- iii. The form should be sent to icbcturkey@hs02.kep.tr via the data owner's REM (Registered Electronic Mail System.).
- iv. The form should be submitted via secure electronic signature or mobile signature.
- v. The form should be sent to the Data Controller Bank using the e-mail address previously reported and registered in our Bank's system.

1. Information for the Data Owner

Please provide the information requested for a sound evaluation of applications.

Name and Surname : _____
 TR Identity Number : _____
 Address : _____
 Phone Number : _____
 E-mail : _____

Please select the option that best describes your relationship with ICBC from the ones listed below, detailing the continuation of this relationship in the free text field below, the period in which the relationship occurred if it has ended, and the contact or branch information if any.

Customer ☐	Employee ☐	Agent ☐	Visitor ☐
Old Employee ☐ Years You Worked:	Employee Candidate ☐ The Date of Your Application:	Suppliers ☐ The Company and position:	
Other (.....)			
The unit / person you meet in our institution (.....)			
Subject (.....)			

2. Information on the Request of the Data Owner

Please mark your requests or requests related to personal data from the list below.

I want to know if my personal data is processed.	
If my personal data is processed, I would like to receive information about it.	
I want to learn the purpose of processing my personal data and to get information about whether this data is used for its purpose.	
I want to know the third parties to whom my personal data is transferred domestically or abroad.	
I would like this to be corrected if my personal data is missing or incorrectly processed. <i>Please write your personal data that you want to be corrected in the free text field below and send the documents showing the correct and supplementary information as an attachment. (Copy of identity card, residence, etc.)</i>	
If the reasons that require the processing of my personal data disappear, I want them to be deleted or destroyed.	
I would like to be notified of the correction process to third parties to whom my personal data is transferred.	
I want the deletion or destruction to be notified to third parties to whom my personal data is transferred.	
I think that my personal data is analyzed exclusively through automated systems and that a result against this analysis is revealed and I object to this result. <i>Write the analysis result that you think is against you in the free text field below and send the documents supporting your objection as an attachment.</i>	
I request that the harm I suffered due to the processing of my personal data illegally. <i>Write the issue subject to the violation of the law into the free text field below and send the supporting documents as an attachment. (Court decision, Board decision, documents showing the amount of material damage, etc.)</i>	

Please use the free text field below if you think additional information is required based on your markup in the list above.

3. Information Regarding the Conclusion of the Application

ICBC will finalize your request within thirty days at the latest, and will return by mailing or digital media based on the address and e-mail information you provided in Part 1. If you have a special preference among these channels where return will be provided, please state below.

I want the return by post.	☐
I want the return by e-mail or REM.	☐
I want to receive it by hand. (In case of receipt by proxy, a notarized power of attorney or a certificate of authorization is required..)	☐

If additional information is required within the scope of the request, ICBC will be able to contact you to finalize the application you specified in this Form. Your application will be concluded free of charge, and in the event that it requires a cost, a fee may be charged in the amounts determined under the relevant legislation.

DECLARATION

I request that this application regarding my requests in the form of PDPL, which I have specified in this Form, will be evaluated and finalized.

Data Owner Name and Surname:

Data Owner Signature:

Date: