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## INFORMATION REQUEST FORM WITH RESPECT TO PROTECTION OF PERSONAL DATA

### 1. GENERAL

The Law on Protection of Personal Data No. 6698 (“the Law”) grants certain rights to the personal data holders (hereinafter referred to as the “data owner”) defined in Article 11 of the Law, with respect to processing of personal data. Pursuant to the first paragraph of Article 13 of the Law, applications to be made to our company which is the data supervisor regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“the Board”). In this context, applications to be sent to our company in writing must be sent using registered mail.

Applications to be made electronically must be made via your registered e-mail address or REM.

In the following we provide information about the way the written application can be sent to us on the channel application channel.

<b>Method of Application</b>	<b>Address of Application</b>	<b>Information to be Specified in the Delivery of the Application</b>	<b>Other Information to be Added to the Application Form</b>
Registered Mail	<i>Kavacık, Kavacık Mah. Ekinciler Cad, Muhtar Sk. No:1, 34810 Beykoz/İstanbul</i>	Law on Protection of Personal Data Information Request will be written on the envelope	This reference is stated in section 2 of my application form and for each request in section 4 of this application form
Via REM address	<u><a href="mailto:brenntagkimya@hs03.kep.tr">brenntagkimya@hs03.kep.tr</a></u>	Law on Protection of Personal Data Information Request will be written in REM section.	This reference is stated in section 2 of my application form and for each request in section 4 of this application form
Via the mail address of your Entity/Company	<u><a href="mailto:kvkk@brenntag.com.tr">kvkk@brenntag.com.tr</a></u>	Law on Protection of Personal Data Information Request will be	This reference is stated in section 2 of my application form and for each request



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		written in e-mail subject box.	in section 4 of this application form
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The channel mentioned above is the written and electronic application channel, in accordance with the first paragraph of Article 13 of the Law. After the other methods to be determined by the Board are announced, our company will also announce how these applications will be received using these methods

In accordance with the second paragraph of Article 13 of the Law, your request submitted to us will be replied “as soon as possible and in any way not later thirty days from the date of your request”. According to Article 13 of the related Law you will be sent our reply in writing or electronically according to your selection in this application form.

The information and documents requested from you based on the quality of this form and your request must be provided to us completely and correctly. If the requested information and documents are not properly provided, the Company may have problems in carrying out the investigation to be carried out in accordance with your request in a complete and qualified manner. In the event that the information and documents requested by the Company in the application form are incomplete, you will be contacted and requested to provide the missing information to the Company as soon as possible. Until this information and documents are properly provided to the Company, the 30-day time which is the period of evaluation of the application will be suspended. In this case, the legal rights of the Company shall be reserved. For this reason, the relevant form should be sent according to the nature of your request as accompanied by complete and requested information and documents.

## 2. INFORMATION ON THE RECOGNITION OF THE APPLICANT AND INFORMATION ON CONTACTING THE APPLICANT WITH RESPECT TO HIS/HER APPLICATION

The following information should be provided so that we can identify the applicant and make the necessary investigation within the Company depending on the nature of your request.

However your contact information stated below is also requested in order to obtain more detailed information about your application to inform you about our review periods and to securely transmit the results of your application to the data subject.

<b>Name - Surname</b>	
<b>Turkish ID Number</b>	
<b>Your relation with our Company</b>	<input type="checkbox"/> Customer <input type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Business Partner <input type="checkbox"/> Other.....



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<b>Address</b>	
<b>GSM Phone</b>	
<b>E-mail Address</b>	
<b>Has your relation with our company been terminated?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 3. REQUESTS OF THE APPLICANT (Personal Data Protection Law, Article 11 (1))

According to Article 11 of the Law the rights you can claim from the Company which is the data supervisor are specified below. Your application will be evaluated within the Company according to the rights you have selected and the answers will be sent to you in accordance with the third paragraph of the article 13 of the Law.

<b>Request No</b>	<b>Subject of Request</b>	<b>Your option (Mark the related section)</b>
1	I want to know if your company has processed personal data about me.	<input type="checkbox"/>
2	If your company is processing personal data about me, I request information about these data processing activities	<input type="checkbox"/>
3	If your company has personal data about me I would like to know the purpose of processing and check if they are used appropriately for the purpose processing specified.	<input type="checkbox"/>
4	If my personal data is transferred to third parties at home or in abroad I want to know these third parties	<input type="checkbox"/>
5	I think my personal data is missing or wrong and I want it corrected	<input type="checkbox"/>
6	Although my personal data has been processed in accordance with the law and the provisions of other related laws, I think that the reasons requiring the processing of data have been eliminated and in this context I want my personal data be <b>(Please mark only one option)</b>	
	<ul style="list-style-type: none"><li>deleted</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>anonymized</li></ul>	<input type="checkbox"/>

7	I want my personal data which I think was incomplete or wrong (Request No 5) be corrected before the third parties whom they were transferred to.	<input type="checkbox"/>
8	Although my personal data has been processed in accordance with the law and the provisions of other related laws, I think that the reasons requiring the processing of data have been eliminated and in this context I want my personal data be <b>(Please mark only one option)</b>	
	• deleted	<input type="checkbox"/>
	• anonymized	<input type="checkbox"/>
9	I think that my personal data collected by your company has been analyzed exclusively through automated systems and as a result of this analysis it has unfavorable results for me. I object to this result.	<input type="checkbox"/>
10	I have suffered losses due to the fact that my personal data have been processed illegally. I claim compensation for this loss.	<input checked="" type="checkbox"/>

#### 4. OTHER INFORMATION AND DOCUMENTS REQUESTED ACCORDING TO THE SUBJECT OF YOUR REQUEST

In order to fulfill your rights stated above in accordance with the first paragraph of Article 11 of the Law and to allow the Company to make an assessment in accordance with Article 13 of the Law you must also release the information and documents specified below according to the subject of your request.

Request No	Subject of Request	Additional Information	Additional Documents
1	I want to know if your company has processed personal data about me.	Nil	Nil
2	If your company is processing personal data about me, I request information about these data processing activities.	Nil	Nil
3	If your company has personal data about me I would like to know the purpose of processing and check if they are used	Nil	Nil

	appropriately for the purpose processing specified.		
4	If my personal data is transferred to third parties at home or in abroad I want to know these third parties.	Nil	Nil
5	I think my personal data is missing or wrong and I want it corrected	Please specify your personal data which you think is missing or wrong and you want to be corrected	Documents showing the correct and complementary information of your personal data which you think is missing or wrong (photocopy of ID card, certificate of domicile, etc.)
6	<p>Although my personal data has been processed in accordance with the law and the provisions of other related laws, I think that the reasons requiring the processing of data have been eliminated and in this context I want my personal data be <b>(Please mark only one option)</b></p> <p><input type="checkbox"/> deleted</p> <p><input type="checkbox"/> anonymized</p>	Specify the related reason and why you think it has been eliminated:	Documents evidencing the matter you have selected.

7	<p>I want my personal data which I think was incomplete or wrong (Request No 5) be corrected before the third parties whom they were transferred to.</p>	<p>The personal data you think is incomplete or wrong (lease specify):</p>	<p>Documents showing the correct and complementary information of your personal data which you think is incomplete or wrong (photocopy of ID card, certificate of domicile, etc.)</p>
8	<p>Although my personal data has been processed in accordance with the law and the provisions of other related laws, I think that the reasons requiring the processing of data have been eliminated and in this context I want my personal data be <b>(Please mark only one option)</b></p> <p><input type="checkbox"/> deleted</p> <p><input type="checkbox"/> anonymized</p>	<p>Specify the related reason and why you think it has been eliminated:</p>	<p>Documents evidencing the matter you have selected.</p>



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9	I think that my personal data collected by your company has been analyzed exclusively through automated systems and as a result of this analysis it has unfavorable results for me. I object to this result.	Specify for which request or process you think you have such an issue.	Documents showing your claims with respect to the matter subject to processing by the exclusive automatic systems you have marked in the adjacent column.
10	I have suffered losses due to the fact that my personal data have been processed illegally. I claim compensation for this loss.	Please specify the matter, which is the subject of illegality.	



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**5. STATEMENT OF THE APPLICANT (Personal Data Protection Law Art. 13 (1) - (3))**

In accordance with the aforementioned requests I hereby request my application to the Company be evaluated under Article 13 of the Law and be informed about the conclusion.

In hereby declare and confirm in this application, that my documents and information that I have provided to the Company are correct and up-to-date that they belong to myself.

I hereby consent for the evaluation, reply, submission of the application to me and processing thereof being limited to determination of my identity and address by myself in accordance with Article 13 of the Law No. 6698 on Protection of Personal Data.

I want the reply to be sent to my residence address in Section 2 of the Application Form.

I want the reply to be sent to my e-mail address I have specified in Section 2 of the Application Form.

**Related Individual (Personal Data Owner):**

**Name & Surname:**

**Application Date:**

**Signature:**