

FORM FOR THE DATA SUBJECTS TO EXERCISE THEIR RIGHTS

(This form has been prepared only for the data subjects to exercise their rights within the scope of GDPR.)

I. RIGHTS OF DATA SUBJECTS

As per the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) (“**GDPR**”), real persons possess several rights, such as protection of personal data, obtaining information regarding such data, access to personal data, rectification or erasure of personal data. Data subjects may make requests from the data controller in the event that they are willing to exercise their rights in Article 12 and following articles of GDPR.

Data subjects are provided by the GDPR the following rights;

- The right to revoke the consent for data processing,
- The right of access to the personal data and information regarding data processing,
- The right to rectification,
- The right to erasure (*right to be forgotten*),
- The right to restriction of processing,
- The right to data portability,
- The right to object,
- Rights in relation to automated decision making and profiling.

The exercise of the above rights is subject to the limitations, rules and procedures laid down in the GDPR.

II. FINALIZING THE REQUESTS BY KORDSA

Kordsa, as data controller, shall provide information on the actions taken without undue delay and in any event within 1 (one) month of receipt of the request. This period may be extended by 2 (two) months if necessary, taking into account the complexity, and number of the requests. Kordsa shall inform the data subject of the extension, and of the reasons for the delay, within 1 (one) month from receiving the request.

The exercise of these rights is, on principle, free of charge; Kordsa may charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested, in the case of manifestly groundless or excessive requests (including repeated requests).

Kordsa may request information to confirm the data subject’s identity or ask questions necessary to finalize the requests of data subjects. Data subjects are required and expected to reply to such requests and questions of Kordsa in writing.

The application of the data subjects to Kordsa may be declined by explaining the reasons of such action. In case of the acceptance of the request of the data subject, Kordsa shall act accordingly.

III. METHOD FOR EXERCISING RIGHTS OF DATA SUBJECTS

Data subjects may exercise their rights via the methods enumerated below. Data subjects may fill in the table below with regards to their rights listed in this Form. The Form should be sent together with the required and supporting documents and information to Kordsa.

Data subjects may make their requests and exercise their rights by filling in the table and sending the Form physically to the Address below or sending an e-mail to the E-mail Address (*this option is preferred*) below:

Data Controller: Kordsa Teknik Tekstil A.Ş.

E-mail : veri.sorumlusu@kordsa.com

Address : Alikahya Mahallesi, Sanayici Caddesi, No: 90, Izmit- Kocaeli/Türkiye

If this request is made on behalf of a third party, please provide the details of the data subject to whom the data refers and attach a copy of the power of attorney.

IV. REQUEST FROM THE DATA CONTROLLER

Please indicate the rights you would like to exercise by circling the numbers below.

No	Subject	Detailed Information
1.	I request to revoke my consent to the processing operations for which consent is required.	Please give detail for the processing for which you are willing to exercise your rights:
2.	I request to obtain information as to whether my personal data is processed or not, and, where that is the case, access to the personal data.	Please give details regarding the information you are willing to obtain.
3.	I request from you to rectify my inaccurate personal data, and to complete my incomplete personal data.	Please give details about the personal data which you request to be rectified or completed:
4.	I request my personal data to be erased, provided that such personal data is no longer necessary for the purpose for which it was collected or otherwise processed.	Please give detail about the personal data of which you seek to obtain the erasure:

5.	<p>I request from Kordsa to restrict the processing in case of the presence of following circumstances:</p> <ul style="list-style-type: none"> a) the accuracy of the personal data has been contested (for a period enabling the Controller to verify the accuracy of the personal data); b) the erasure of the personal data is opposed and the restriction of their use is requested instead; c) personal data is necessary for the establishment, exercise or defense of a right in legal proceedings, while they are no longer necessary to the Kordsa. d) Processing has been objected and the verification whether the legitimate grounds of the controller override those of the data subject has been pending. 	Please indicate the reason for exercising this right:
6.	<p>I request to receive the personal data of mine, which has been provided to Kordsa, in a structured, commonly used and machine-readable format and to transmit those data to another controller^{[1][2]} without hindrance from the controller to which the personal data have been provided that the processing is (i) based on consent and (ii) carried out by automated means.</p> <p>[1] The data transfer directly to another data controller is only possible if feasible.</p> <p>[2] Please share the title, contact information of the data controller to which personal data will be transferred.</p>	Please give details for exercising this right. Please indicate if you are willing to transmit your personal data from Kordsa to another controller.
7.	<p>I request to object to the processing of all or part of my personal data.</p> <p><i>(You may exercise this right at any time of processing of personal data in relation to you as data subject.)</i></p>	Please specify the operation/personal data processing for which you are exercising your right:
8.	<p>I request not to be the subject to a decision based solely on automated processing, including profiling, which produces legal effects concerning me or similarly significantly affects me.</p>	Please specify the operation/personal data processing for which you are exercising your right:

Relationship Between Kordsa and Data Subject:

Type of the Relationship	<input type="checkbox"/> Business Partner <input type="checkbox"/> Visitor <input type="checkbox"/> Employee Candidate <input type="checkbox"/> Formet Employee <input type="checkbox"/> Other: _____
Status of the Relationship	<input type="checkbox"/> Ongoing <input type="checkbox"/> Expired

V. INFORMATION OF DATA SUBJECT

In order for Kordsa to review your request and share the results of the request with you, please fill in the table below with your information accordingly.

<u>Information</u>	<u>Data Subject</u>	<u>Representative (If Applicable)</u>
Name / Surname		
ID Number (<i>passport number may be used for this information</i>)		
Address		
E-mail to which reply should be sent		
Contact Phone Number		

Date _____ : ___/___/___

Signature _____ :