

**GIG SİGORTA ANONİM ŞİRKETİ**  
**PERSONAL DATA OWNER APPLICATION FORM**

## **1. General Information**

Pursuant to Article 20 of the Constitution of Turkish Republic, every individual is entitled to request protection of their personal data. This right also includes the rights of such individual to request information about, access, request correction or deletion of their personal data, and to inquire whether such data are used in line with the intended purpose.

Personal Data Protection Act No.6698 ("**KVKK**" or the "**Law**") grants rights to place certain requests regarding processing of personal data.

In accordance with Article 13 of the Law, GIG Sigorta Anonim Şirketi (hereinafter "**Company**") hereby informs personal data owners that assessment of data owners' rights arising from such capacity and information requests incoming therefrom should be performed via this Personal Data Owner Application Form.

## **2. Application Right**

### **2.1. Application Subjects**

Pursuant to Article 11 of the Law, every individual whose personal data has been processed can apply to the Company and make requests for the following items:

- (1) Learn whether their personal data is processed or not,
- (2) If yes, request information regarding such processing,
- (3) Request information as to the purpose of processing and whether such processed data is being used for its intended purposes,
- (4) Inquire national and international third parties to which such personal data has been transferred,
- (5) Request correction in case data processing is incomplete or incorrect and request the process performed in this context to be notified to third parties where such personal data is transferred,
- (6) Request deletion, destruction or anonymization of personal data in cases where the reasons requiring processing of your personal data are removed or eliminated and request the process performed in this context to be notified to third parties where such personal data is transferred,
- (7) Object to a consequence emerging to the data owner's disadvantage due to analysis of such processed personal data exclusively through automated systems,
- (8) Request compensation for damages in cases where the data owner incurs loss and damage due to illegal processing of their personal data.

### **2.2. Conditions Excluded from Scope of Application Right**

Pursuant to Article 28 of the Law data owners shall not be entitled to enforce their rights in following conditions:

- (1) Processing of personal data by natural persons for activities related entirely with the data owners and/or with the family members residing in the same house therewith, provided that such personal data shall not be conveyed to third parties and data security obligations shall be observed,
- (2) Processing of personal data with the purposes of research, planning and statistics through anonymization thereof via official statistics,

- (3) Processing of personal data for artistic, historical, literature or scientific purposes or within the scope of freedom speech, provided that such processing shall not violate national defense, national security, public safety and security, public order, economic security, individual privacy or personal rights,
- (4) Processing of personal data within the scope of preventive, protective and intelligence related activities conducted by public institutions authorized and deployed by law for ensuring national defense, national security, public safety and security, public order or economic security,
- (5) Processing of personal data by judicial authorities or execution authorities in relation to investigation, prosecution, trial or execution proceedings.

Pursuant to Article 28.2 of the Law, personal data owners cannot claim their rights (with the exception of the right to demand compensation of damages) in following cases:

- (1) Processing of personal data is required for prevention of crime or for criminal investigations,
- (2) Processing of personal data already made public by the relevant data owner,
- (3) Processing of personal data is required for fulfillment of supervisory or regulatory duties and for disciplinary investigations or proceedings by authorized public institutions and organizations and by occupational organizations qualified as public institutions, based on the authority given by law,
- (4) Processing of personal data is required for protection of economic and financial interests of the State with regard to budgetary, tax related and financial matters.

### 3. Application Means

Application of personal data owners regarding their rights granted by the Law must be presented to the Company either in writing in accordance with Article 13 of the Law or via other methods to be determined by Personal Data Protection Board ("Board").

Application Method	Description	Application Address
<b>Website</b>	Fill in the Application Form provided hereinbelow and also available at <a href="http://www.gig.com.tr">www.gig.com.tr</a> and send an ink-signed original copy to the Company.	GIG Sigorta Anonim Şirketi, İnkılap Mah. Dr. Adnan Büyükdeniz Cad. 2.Blok No:4 Daire:10,11,12 Ümraniye / İSTANBUL
<b>Electronic Environment</b>	Send the Application Form via registered e-mail (KEP) address of personal data owner, secure electronic signature, mobile signature or an email address with an e-mail address extension previously notified to GIG Sigorta by the personal data owner and registered in the GIG Sigorta system.	iletisim@gig.com.tr

*\*Application Forms should include the following statement in writing: "Information Request pursuant to Personal Data Protection Law".*

**Application Form pursuant to Personal Data Protection Law.  
Personal Data Owner Contact Information**

Name & Surname	
Turkish Citizen ID No./For foreign citizens, nationality, passport no. or citizen ID no. (if any)	
Phone No.	
E-Mail Address	
Residence Address or Business Address for Notifications	
Relation with the Company	<input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input type="checkbox"/> Agency/Candidate Agency <input type="checkbox"/> Injured Party <input type="checkbox"/> Third Party <input type="checkbox"/> Other <input type="checkbox"/> Broker  <i>Please indicate: _____</i>

**4. Requests to Be Placed by Personal Data Owners**

Please select the subject of your application regarding your personal data:

	Issues Subject to Request and Legal Grounds	Your Choice
1	I would like to know whether my personal data are being processed by your Company.  <i>(KVKK Article 11/1 (a) )</i>	
2	If my personal data are being processed, I request information regarding such data processing.  <i>(KVKK Article 11/1 (b) )</i>	
3	If my personal data are being processed, I want to know the purpose of such data processing and whether my personal data are used in line with such intended purpose.  <i>(KVKK Article 11/1 (c) )</i>	
4	I want to know whether my personal data are transferred to national and/or international third parties and if so, I request information about such third parties.  <i>(KVKK Article 11/1 (ç) )</i>	
5	I request correction of my personal data which are incompletely or incorrectly processed by your Company and/or by third parties to which my personal data has been transferred. <i>(Correct and complementary information / documents must be submitted upon request in order to correct your personal data which, in your opinion, are incomplete or incorrect.)</i>	

	<i>(KVKK Article 11/1 (d) )</i>	
6	<p>I believe the reasons for requirement of processing my personal data are no longer available/applicable, Therefore I request my personal data to be: - Deleted</p> <p style="padding-left: 40px;"><input type="checkbox"/></p> <p style="padding-left: 40px;">- Anonymized <input type="checkbox"/></p> <p><i>. (Please indicate your choice with an x .)</i></p> <p><i>(KVKK Article 11/1 (e) )</i></p>	
7	<p>I request my personal data which I believe are incorrect or incomplete (Request No.5) to be corrected by the receiving third parties as well.</p> <p><i>(KVKK Article 11/1 (f) )</i></p>	
8	<p>I request my personal data which I believe are incorrect or incomplete (Request No.5) to be:</p> <p style="padding-left: 40px;">- Deleted <input type="checkbox"/></p> <p style="padding-left: 40px;">- Anonymized <input type="checkbox"/></p> <p>by the receiving third parties as well. <i>(Please indicate your choice with an x .)</i></p> <p><i>(KVKK Article 11/1 (f) )</i></p>	
9	<p>I object to the consequence to my disadvantage due to analysis of my personal data exclusively via automated systems.</p> <p><i>(KVKK Article 11/1 (g) )</i></p>	
10	<p>I request compensation for the damage I have suffered due to unlawful processing of my personal data.</p> <p><i>(KVKK Article 11/1 (h) )</i></p>	

## 5. Company's Response Procedure and Response Time to Applications

Pursuant to Article 13 of the Law, the Company shall conclude the application requests of personal data owner as soon as possible and within 30 (thirty) days at the latest, free of charge, depending on the nature of the request. However, if the procedure requires additional cost, the fee in the tariff determined by the Board may be requested from personal data owner.

The Company may request information from the applicant for identification and authorization purposes to ensure the security of your personal data.

Application of personal data owner may be rejected in following cases:

- (1) Prevents other people's rights and liberties,
- (2) Requires disproportional effort,
- (3) Information is already in public domain,
- (4) Jeopardizes other people's privacy,
- (5) Existence of one of the situations excluded in accordance with the Law (see 2.2).

Please indicate your preference to be notified of the Company's response to your application:

1	Hardcopy.	
2	Electronically via e-mail.	

#### **6. Personal Data Owner's Right to File a Complaint to the Board**

Pursuant to Article 14 of the Law, personal data owner may file a complaint to the Board within 30 (thirty) days from the date of the Company's response and in any case within 60 (sixty) days from the application date in cases where the application is rejected, the response is found insufficient or the application is not replied in due time.

No complaint shall be made to the Board before an application is made to the Company.

#### **Personal Data Owner (Applicant):**

Name & Surname:

Application

Date:

Signature:

Contact Information: