

DOCUMENT NAME		PROCESS OWNER	
Data Subject Application Form		Information Technologies Supervisor	
Document No.: F-231.6	Revision No.: 01	Revision Date: 22.03.2024	Issuance Date: 02.01.2020

LOTUS DATA SUBJECT LPPD APPLICATION FORM

I. PURPOSE AND SCOPE OF THE FORM

Personal data subjects, defined as “*data subject*” in the Law no. 6698 on Protection of Personal Data (“*LPPD/PPD Law*”) (hereinafter, “*Applicant*”) are entitled to apply to the data controller for their requests concerning their personal data in accordance with article 11 of the LPPD.

In accordance with paragraph one of article 13 of the LPPD and article 5 of the Communiqué on Principles and Procedures for Application to the Data Controller; applications to be made to us, acting in the capacity of the data controller, with respect to such rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“*Board*”). Procedural rules to be followed during application and further details are available in the “[Communiqué on Principles and Procedures for Application to the Data Controller](#)” of the Personal Data Protection Authority.

Application form can be submitted to us by the Applicant in person, through notary public, or by sending it to our e-mail address.

In addition, upon announcement of other methods to be determined by the Board, our Company shall announce how applications shall be received by such methods.

We shall respond to the applications that you submit within thirty (30) days from the date we receive your request in accordance with paragraph 2 of article 13 of the LPPD; and our responses shall be submitted to you in writing or on electronic media in accordance with the relevant provision of article 13 of the LPPD.

In order to be able to process your application pursuant to the Communiqué, we would like to ask you to complete the sections indicated with (*) in full.

II. DATA SUBJECT DETAILS

You should complete the following fields in full to enable us conclude your application and submit you the outcome.

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Name and Surname*	:	
TR Identity Number* (Passport Number or ID Number, if available, for foreign nationals)	:	
Address* (Residence or workplace address for notification)	:	
Telephone Number*	:	
E-mail Address*	:	
Your Relationship with our Company	:	<input type="radio"/> Visitor <input type="radio"/> Supplier <input type="radio"/> Intern <input type="radio"/> Business Partner <input type="radio"/> Employee <input type="radio"/> Other <input type="radio"/> Potential Customer <input type="radio"/> Prospective Employee <input type="radio"/> Customer <input type="radio"/> Former Employee
		Please provide details about your relationship with our Company if you selected Other option:
Do you have an ongoing relationship with our Company?	:	<input type="radio"/> Ongoing <input type="radio"/> Ended

We shall use your information, provided herein, only for the purpose of processing and concluding your application and we shall store them for a reasonable period for resolution of a potential complaint or dispute.

III. MATTERS YOU MAY REQUEST*

Please mark the subjects that you request in terms of your personal data.

I want to find out whether my personal data are processed.	
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I want to request pertinent information if my personal data are processed.	
If my personal data are processed, I want to find out the purpose of processing and whether they are purposefully used.	
If my personal data are transferred to local and foreign third parties, I want to know such third parties.	
If my personal data are incompletely or incorrectly processed, I want them to be corrected. ¹	
I want my personal data, processing purposes for which no longer exist, to be deleted, destroyed, or anonymized.	
I want my request for correction of my personal data, which were processed incompletely or incorrectly, to be notified also to third parties, to whom my personal data were transferred.	
I want my request for deletion of my personal data to be notified also to third parties, to whom my personal data were transferred.	
My personal data, processed by your company, are analyzed by means of automated systems and the analysis leads to an unfavorable outcome for me. I object to this outcome.	

IV. EXPLANATION ABOUT REQUEST

Please explain requests, which you marked above, in detail in order to enable us conclude your application better. LOTUS shall not be responsible for errors or faults that might arise due to the absence of explanations required with respect to your request.

¹ Please note your personal data, which you consider to be processed incompletely or incorrectly, in the explanation.

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V. PLEASE SELECT THE METHOD FOR NOTIFICATION OF OUR RESPONSE TO YOUR APPLICATION:

I want it to be sent to my address.

I want it to be sent to my e-mail address.

(If you select e-mail method, we can respond faster to you.)

I want to receive it in person.

(If it is received by proxy, notarized letter of proxy or authorization certificate should be presented.)

This application form was issued to identify your relationship with our Company and, if available, determine your personal data processed by our Company in order to respond to your application correctly and during the legal term. In order for potential legal risks arising from unlawful and unfair data disclosure to be eliminated and particularly for the security of your personal data to be ensured, our Company reserves the right to demand additional documents and information (such as copy of ID card or driving license, etc.) for identification and establishment of authorization. If information on your requests, submitted within the scope of the form, are inaccurate and outdated or if an unauthorized application is made, our Company shall decline any responsibility due to requests arising from such inaccurate information or unauthorized application.

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VI. APPLICATION METHODS

You should initially complete this form to make your application. After you sign the form;

- In case of application in person; written application shall be made to the Company's address, *Ortaköy Mah. İlder Bulvarı No: 27 34592 Silivri, İstanbul / Türkiye*, by writing "**Information Request Pursuant to the Law on Protection of Personal Data**" on the envelope.
- In case of application by service of notice through notary public; written application shall be made to the Company's address, *Ortaköy Mah. İlder Bulvarı No: 27 34592 Silivri, İstanbul / Türkiye*, by writing "**Information Request Pursuant to the Law on Protection of Personal Data**" on the envelope.
- In case of application by E-Mail, written application shall be made to kvkk@lotustekstil.com.tr e-mail account, by writing "**Information Request Pursuant to the Law on Protection of Personal Data**" in the subject field of the e-mail.

These application methods were determined to identify whether the applicant is a real and the correct person. Application methods specified herein may change depending on the methods that may be determined by the Board.

If the application is made by a third party on behalf of the data subject, the third party should attach and submit a notarized letter of proxy or documents indicating that they are legal custodians or guardians of the relevant person with this form.

VII. CONCLUSION OF REQUEST

We will respond to your application as soon as possible or at the latest within thirty (30) days from the receipt of your application. As LOTUS, we may contact the data subject via the phone number or e-mail address registered in our system to authenticate the identity of the data subject in order to ensure that the application is made on behalf of the actual data subject.

VIII. SIGNATURE OF THE DATA SUBJECT

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I am hereby making the application in accordance with article 11 of the PPP Law as the the data subject/representative of the data subject. In this context; I acknowledge and declare that all information and documents I submitted, including this Application Form, are necessary for evaluation and conclusion of my application; they are accurate, complete, current, and they belong to the data subject; and LOTUS is not responsible for delays or errors that might arise from provision of inaccurate or outdated information of documents.

Data Subject / Authorized Person

Name and Surname:

Application Date:

Signature:

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