

PROCEDURE FOR RECEIVING, EVALUATING AND RESPONDING TO DATA OWNER APPLICATIONS

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1. PURPOSE AND SCOPE

1.1. Purpose

The purpose of this procedure is to determine the process for receiving, evaluating and responding to the applications of personal data owners within the scope of the Law on the Protection of Personal Data No. 6698.

1.2. Scope

This procedure covers Enerjisa Üretim Santralleri A.Ş. and all its subsidiaries.

2. DEFINITIONS AND ABBREVIATIONS

Abbreviation	Explanation
Law	Law No. 6698 on the Protection of Personal Data
Procedure	Procedure for Receiving, Evaluating and Responding to Data Subject Applications
Application Form	The form published on the Company's website and in the annex of this procedure to be used in the applications to be made by the Data Owner in accordance with Article 13 of the Law
Authority	Personal Data Protection Authority
Board	Personal Data Protection Board
Employees	Company Employees
Company	Enerjisa Üretim Santralleri A.Ş. and Affiliates
Data Processor	The natural or legal person who processes personal data on behalf of the data controller as defined in the law
Data Subject	The real person whose personal data is processed
Personal data	Any information relating to an identified or identifiable natural person, as long as it is covered by the law
Data Categorization	Category information regarding data owner, personal data and shared party information included in the Data Inventory
Data Inventory	The document in which the inventory of all data processing processes and purposes of the Company is kept

Process	Each data processing activity in the Data Inventory
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3. ROLES AND RESPONSIBILITIES

This procedure is updated by the Legal Department. The roles and responsibilities in the procedure are included in the Application section.

4. APPLICATION

4.1. Receipt of the Application

A. Form of Application

Data owners may submit their requests to the data controller in writing or by using the registered electronic mail (KEP) address, secure electronic signature, mobile signature or the e-mail address previously notified to the data controller by the data subject and registered in the data controller's system, or through a software or application developed for the purpose of application.

At this point, in order to record the applications and deliver them to the relevant person without delay, the person who receives the application by hand, notification method or e-mail, such as e-mail, notifies this by e-mail to the kisiselveri@enerjisauretim.com address of the Personal Data Protection Commission on the same day . The person receiving the application, especially the Administrative Affairs unit, is responsible for notifying such applications to the Personal Data Protection Commission.

B. Content of the Application

Reference;

- a) Name, surname and signature if the application is in writing,
- b) For citizens of the Republic of Turkey, T.R. identity number, nationality for foreigners, passport number or identity number, if any,
- c) The address of the place of residence or workplace for the notification,
- ç) E-mail address, telephone and fax number, if any, for notification,
- d) The subject of the request,

It is mandatory.

Information and documents related to the subject are attached to the application.

In written applications, the date on which the document is notified to the data controller or its representative is the date of application.

In applications made by other methods; The date on which the application reaches the data controller is the date of application.

B.1 Application Made by Attorney or Legal Representative

Even if it is stated in the Law that the Data Owner can make a request to the Data Controller, there is no rule that prevents the Data Owner's representative or legal representative from making the application. Therefore, some applications may not be made directly by the Data Subject.

In such a case, the existence of the applicant's authority to make an application should be checked. For example, the application can be sent by the Data Subject's lawyer. In such a case, a copy of the power of attorney should be requested from the lawyer in order to confirm the authority of the lawyer.

For requests concerning the Personal Data of children, the application can be made by the legal representative. In such a case, copies of the documents determining the authority of the legal representative must be requested.

B.2 Mass Application

It may be possible for more than one Data Owner to submit a collective application regarding Personal Data processed according to the structure or commercial nature of the Company. For example, with a power of attorney, it will be able to apply for the Personal Data of several people.

In case of a collective application, it is recommended that the Company separate the application for each person and evaluate it separately. In such a case, the following actions should be taken:

- Confirmation of the authorization of the third party applying on behalf of the Data Subject,
- Confirmation of the identity of the Data Owner.

C. Response to Application

The data controller is obliged to take all necessary administrative and technical measures in order to conclude the applications effectively, in accordance with the law and the rule of honesty.

The data controller accepts the application or rejects it by explaining the reason.

The data controller notifies the data subject of his/her response in writing or electronically.

The answer letter must include the following:

- a) Information of the data controller or its representative,
- b) The applicant; name and surname, T.C. identification number for citizens of the Republic of Turkey, nationality for foreigners, passport number or identification number, if any, residential or workplace address for notification, e-mail address for notification, telephone and fax number, if any,
- c) The subject of the request,
- ç) Explanations of the data controller regarding the application,

The data controller concludes the requests in the application free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. However, if the answer exceeds ten pages, a transaction fee of \$1 may be charged for each page over ten pages. If the response to the application is given in a recording medium such as CD or flash memory, the fee that may be requested cannot exceed the cost of the recording medium. If the application is caused by the error of the data controller, the fee charged is refunded to the person concerned.

If the request of the person concerned is accepted, the requirement of the request is fulfilled as soon as possible and the relevant person is informed.

D. Application Evaluation Process

Data Owner requests must be evaluated and finalized by the Company as soon as possible and within 30 days from the date of application at the latest. If no answer is given within this period, if the application is rejected or if the answer given is found insufficient, the applicant will be able to file a complaint with the Board within thirty days from the date of learning the answer and in any case within sixty days from the date of application.

On the day the data owner applications are received by our Company, they are forwarded to the Legal Consultancy Office by the Administrative Affairs Directorate through the document management system. The Legal Counsel shares the request with the members of the Personal Data Protection Commission (Commission) via kisiselveri@enerjisauretim.com e-mail address. Requests are answered by the members of the Commission within 1 week at the latest.

E. Retention of Event Logs

The response sent to the data owner is shared with all Commission members via kisiselveri@enerjisauretim.com e-mail address. Event records, documents and results related to the relevant application are stored in the electronic directory created in this regard.

This Procedure cannot be copied or distributed without the written permission of the Company.

LAW ON THE PROTECTION OF PERSONAL DATA OBTAINING INFORMATION WITHIN THE SCOPE OF APPLICATION FORM

EXPLANATION

Applications are made in writing or electronically by filling out the form below, clearly stating which company is being applied for.

Written applications are made by submitting a notarized power of attorney or through a notary public **to the address of our Company "Barbaros Mah. Çiğdem Sk. My Office No:1/16 Ataşehir Istanbul"**, in person or by proxy, with a wet signature.

Electronic applications; It is done by sending the Applicant's registered e-mail (KEP) address, if any, an electronic signature with a "secure electronic signature" certificate, a mobile signature or an e-mail address previously notified to our Company by the Applicant and registered in our Company's system, to the relevant company's Registered Electronic Mail (KEP) address or kisisilveri@enerjisauretim.com address written below via e-mail.

Application Subject Company:

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| o Enerjisa Üretim Santralleri A.Ş. | : enerjisauretimsantralleri@hs01.kep.tr |
| o Enerjisa Enerji Üretim A.Ş. | : enerjisauretim@hs01.kep.tr |
| o Enerjisa Elektrik Enerjisi Toptan Satış A.Ş. | : enerjisatoptansatis@hs01.kep.tr |
| o Enerjisa Doğalgaz Toptan Satış A.Ş. | : enerjisadogalgaz@hs01.kep.tr |
| o Serbest Enerji Sanayi ve Tic. A.Ş. | : serbestenerji@hs01.kep.tr |

A. Applicant contact information:

Name :
Surname :
TR Identity Number :
Passport Number :
(For foreigners)
Phone Number :
Fax Number :
E-mail :
Registered email :
(If there is a cap)
Address :

B. Please indicate your relationship with our Company.

- ☐ Supplier
☐ Former Employee
Years Worked :
☐ Current Employee
☐ Job Application / Resume Sharer
History:
☐ Third Party Company Employee
Please specify the company, date and position information you work for.
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☐ Other:

If any, the unit you are in contact with within our company:.....

C. Please specify in detail which right you are requesting and your request specified in Article 11 of the KVK Law:

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D. Please select the method by which you will be notified of our response to your application:

- ☐ I want it sent to my address.
☐ I want it sent to my email address.
☐ I want it sent to my registered email address.

Applicant (Personal Data Owner)

Name Surname :

Application Date :

Signature :

This application form has been prepared in order to exercise your rights specified in the Personal Data Protection Law and the relevant legislation and for our company to fulfill its obligations in this context, and it has been prepared in order to submit your application to our Company in full and to avoid any delay due to incomplete application.

In order to prevent the unfair and unlawful processing of your personal data and to prevent possible risks, it may be requested to show or submit the documents proving the data you have submitted during the application (eg identity card, passport, etc.). We inform you that your request will be rejected when it is understood that the data requested by you is not related to personal data or is related to someone else's personal data.