

**OTOKOÇ OTOMOTİV TİCARET VE SANAYİ ANONİM ŞİRKETİ**  
**DATA SUBJECT APPLICATION FORM**

**1. Application Method**

Pursuant to Article 13 of the Law No. 6698 on Protection of Personal Data ("**Law**") and Article 5 of the Communiqué on the Principles and Procedures for the Request to Data Controller, you can submit your requests within the scope of your rights listed in Article 11 of the Law to our Company with one of the methods described below with this form.

	<b>APPLICATION METHOD</b>	<b>APPLICATION ADDRESS</b>	<b>INFORMATION TO BE PROVIDED IN THE APPLICATION</b>
<b>Written Application</b>	Application in person with original signature, through notary public or courier/postal	Aydınevler Mah. Saygı Cad. No:60/1 34854 Küçükyalı, İstanbul	"Information Request within the scope of the Law on the Protection of Personal Data" shall be written on the envelope/notification.
<b>Application Via Registered Electronic Mail (KEP)</b>	Via Registered Electronic Mail (KEP)	<a href="mailto:otokocotomotiv@otokocotomotiv.hs02.kep.tr">otokocotomotiv@otokocotomotiv.hs02.kep.tr</a>	"The Law on the Protection of Personal Data Information Request" will be written in the subject section of the e-mail.
<b>Application Via an E-Mail Address Registered in Our System</b>	By using your e-mail address registered in our company's system	<a href="mailto:kvkk@otokocotomotiv.com.tr">kvkk@otokocotomotiv.com.tr</a>	"The Law on the Protection of Personal Data Information Request" will be written in the subject section of the e-mail.
<b>Application Via an E-Mail Address That Is Not Registered in Our System</b>	By using your e-mail address that is not in our Company's system, including mobile signature/e-signature	<a href="mailto:kvkk@otokocotomotiv.com.tr">kvkk@otokocotomotiv.com.tr</a>	"The Law on the Protection of Personal Data Information Request" will be written in the subject section of the e-mail.

**2. Your Identity and Contact Information**

Please fill in the fields below thus we can contact you and verify your identity. It is mandatory to include this information in your application in accordance with Article 5(2) of the Communiqué on the Principles and Procedures for the Request to Data Controller.

Name-Surname	:	
Republic of Turkey Identity Number/ Passport or Identity Number for Other Countries' Citizens	:	
Residential/Business Address to be Used for Notifications	:	

GSM Number	:	
Phone Number	:	
Fax Number	:	
E-mail Address	:	

### 3. Relation with Our Company

Relation with Our Company	:	Customer	<input type="checkbox"/>	Former Employee:	<input type="checkbox"/>
		Employee:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

### 4. Subject of Request

**I would like to suspend my Zipcar membership.**

*(If you suspend your membership, your data will be stored only for the purpose of reactivating your membership, unless there is another reason that requires processing in accordance with the Law.)*

**I would like to permanently close my Zipcar membership.**

*(If you permanently close your membership, your data whose data processing purposes have ended would be disposed in accordance with the Regulation on Erasure, Destruction or Anonymization of Personal Data)*

**I would like to exercise my other rights<sup>1</sup> under Article 11 of the Law.**

*(Apart from your suspending and permanent closure of your Zipcar membership request/in addition to these requests, you could submit all your requests regarding your rights listed in Article 11 of the Law by using the field below.)*

---

<sup>1</sup> As a data subject, you have the following rights pursuant to Article 11 of the Law; to learn whether your personal data has been processed; to request further information if your personal data has been processed; to learn the purpose of processing your personal data and whether data are being processed in compliance with such purpose; to learn the third party recipients to whom your personal data is transferred within the country or abroad; to request the rectification of your processed personal data which is incomplete or inaccurate data and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred; to request erasure or destruction of your personal data even though it has been processed in accordance with the provisions of the Law and other relevant laws in the event that the purposes of personal data processing no longer exist and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred; to object to negative consequences about you that are concluded as a result of analysis of your processed personal data by solely automatic means; and to demand compensation for the damages arising from the unlawful processing of your personal data.

Please write your request regarding your personal data clearly below. Relevant information and documents should be attached to the application.

**5. Please Choose the Notification Method Regarding the Response**

I would like to receive the response via post to the address I have provided in the 2<sup>nd</sup> section.

I would like to receive the response via e-mail to the address I have provided in the 2<sup>nd</sup> section.

I would like to receive the response via fax to the number I have provided in the 2<sup>nd</sup> section.

Considering the requests mentioned above, I kindly ask for the evaluation of my application made to your Company in accordance with Article 13 of the Law and to be informed.

I hereby declare and undertake that I have been notified regarding the information and documents provided to you by this application are correct and up to date, that your Company may request additional information to finalize my application and that I may have to pay the costs determined by the Personal Data Protection Authority in case of any additional costs.

**The Applicant Data Subject's**

**Name and Surname:** :  
**Application Date** :  
**Signature** :

## **PRIVACY NOTICE ON PROCESSING OF PERSONAL DATA FOR THE DATA SUBJECT APPLICATION PROCESS**

Your personal data may be processed by Otokoç Otomotiv Ticaret ve Sanayi Anonim Şirketi ("**Company**"), as the data controller in accordance with the Law no. 6698 on Protection of Personal Data ("**Law**") within the scope specified below.

### **Purposes and Legal Grounds for Processing Personal Data**

Your personal data may be collected and processed by the Company for the following purposes ("**Purposes**") and legal grounds within the scope of the personal data processing conditions specified in Article 5 of the Law.

#### ***Based on the legal ground that it is expressly provided by the laws and is necessary for fulfilment of the legal obligation to which the data controller is subject;***

- Making evaluations regarding your applications submitted to the Company within the scope of exercising your rights specified in Article 11 of the Law regarding your personal data processed by our Company and finalizing them in accordance with the legislation and carrying out the necessary transactions in this context,
- Storing the records of the applications you have made to our Company during general period of limitation in order to constitute evidence in possible future disputes,
- Fulfilling the requests of official authorities and providing information to the competent official authorities pursuant to the legislation,

#### ***Based on the legal ground that data processing is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate fundamental rights and freedoms of the data subject;***

- Following and executing legal affairs

### **Parties and Purposes for Transferring Personal Data**

Your collected personal data may be transferred in line with the fulfillment of the above-mentioned Purposes; to our lawyers and consultants from whom we receive legal consultancy services, to our suppliers related to your application within the scope of our legitimate interests; to the relevant parties to whom personal data is transferred in accordance with Article 11(1)(f) of the Law limited to the notification to be made if you have requested in the context of the rectification/disposal process, to legally authorized public authorities and legally authorized private institutions, including the Personal Data Protection Authority within the scope of the establishment, exercise and protection of a right and the fulfillment of our legal obligations pursuant to the personal data processing conditions specified in Article 5 of the Law and in accordance with the rules regarding the transfer of personal data specified in Articles 8 of the Law.

### **Method of Personal Data Collection**

Your personal data may be collected through electronic and physical environment via data subject application form, petitions, and e-mail channels you submit within the scope of fulfilment the above-mentioned Purposes.

### **Data Subject's Rights Specified under Article 11 of the Law**

We hereby declare that you are entitled to the following rights, regarding your personal data, set forth under Article 11 of the Law:

- To learn whether your personal data are being processed,
- To request information if your personal data have been processed,
- To learn the purpose of the processing of your personal data and whether they have been used accordingly,

- To learn which third parties domestic or abroad your personal data has been transferred to,
- To request rectification in case your personal data has been processed inaccurately or incompletely, and to demand the operations in this regard be reported to third parties your personal data have been transferred to,
- To demand the erasure or destruction of your personal data if grounds for processing have been removed, even though such data have been processed in accordance with the Law and other legislative provisions; and to request for notification of transactions carried out in this regard to third parties to whom your personal data have been transferred,
- To object to negative consequences to you that are concluded, as a result of analysis of the processed personal data through solely automatic systems,
- To demand compensation for the damages that you have suffered as a result of an unlawful processing of your personal data.

You may convey your requests concerning your rights listed - above to our Company, depending on the nature of your request, your application will be concluded as soon as possible, within 30 days at the latest and in principle, free of charge. However, if the process requires additional costs, a fee may be demanded according to the tariff determined by the Personal Data Protection Board.