

## WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA?

As per Article 11 of KVKK, you as the data subject have the following rights with respect to your personal data:

- Learn whether your personal data is processed or not,
- Request information if your personal data is processed,
- Learn the purpose of your data processing and whether this data is used for intended purposes,
- Know the third parties to whom your personal data is transferred at home or abroad,
- Request the rectification of the incomplete or inaccurate data, if any, and request the notification of third parties to which your personal data has been transferred,
- In the case where, although it has been processed pursuant to the legislative provisions, the reasons requiring it to be processed cease to exist, to request that the personal data is deleted or destroyed, and the third parties to whom personal data is transferred are also notified,
- Object to the processing, exclusively by automatic means, of your personal data, which leads to an unfavorable consequence for the data subject,
- Request compensation for the damage arising from the unlawful processing of your personal data.

You can convey your requests to our Company using one of the methods explained below, as per the Application Communique:

- 1) After filling out the [application form](#) and signing it, please deliver it in person to the following address: Işıktepe OSB Mahallesi Siyah Cadde No:29 Nilüfer Bursa / Türkiye or Kocaeli - Taysad Organize Sanayi Bölgesi - TOSB, 1. Cadde 14. Sokak No:10 Çayırova Kocaeli / Türkiye (we would like to remind you that you'll be asked to verify your identity), or
- 2) After filling out the [application form](#) and signing it, please deliver it via notary public to the following address: Işıktepe OSB Mahallesi Siyah Cadde No:29 Nilüfer Bursa / Türkiye or Kocaeli - Taysad Organize Sanayi Bölgesi - TOSB, 1. Cadde 14. Sokak No:10 Çayırova Kocaeli / Türkiye, or
- 3) Fill in the [application form](#) and sign it with a "secure electronic signature" defined in the Electronic Signature Law No. 5070, and send the electronically signed form to [bosch.rexroth@hs01.kep.tr](mailto:bosch.rexroth@hs01.kep.tr) via email.

The application is required to have the following:

If the name, surname and application are written down, the signature is for citizens of the Republic of Türkiye. Name, surname, signature if the application is in written form, Turkish identification number for Turkish citizens, ethnicity, passport number and ID number (if possible) for foreigners, residency or business address, email address, phone and fax number if any, and the subject of application. The information and documents relevant to the application are also attached.

It is not possible for third persons to make applications on behalf of data subjects. In order for the data subject to make a personal data request with regard to another individual, the data subject must produce a power of attorney letter prepared for the concerned individual, notarized and carrying a wet signature. With regard to the application that you make in order to exercise your abovementioned rights as data subject, it is essential that you clearly explain your request, that your request concerns yourself or if you're acting on behalf of another person, you are specially authorized to act on their behalf and you have documents to support your authorized status, that your application includes ID and address information, and that your application is supplemented with documents verifying your identity.

Your applications made according to this guide shall be finalized as soon as possible, and at most within 30 days. Such applications are made free of charge. However, in the event that this effort leads to an expense, you shall be charged according to the fees determined by the Data Protection Board.

Provided that you as data subject file a request with our Company with regard to your rights in line with the style and means of communication stipulated in the Law, your request shall be processed immediately and executed free of charge within thirty days, depending on the nature of the request. However, in the event that this effort leads to an expense, you shall be charged according to the fees determined by the Data Protection Board. Our Company might request information from the data subject in order to verify whether the applicant is indeed the data subject in question. Our Company might also pose questions to the data subject so as to clarify any points mentioned in the application.

As per Article 14 of KVKK, if the application is declined, the response is found unsatisfactory or the response is not given in due time, the data subject may file a complaint with the Data Protection Board within thirty days as of learning about the response of the controller, or within sixty days as of the application date, in any case.

## **WHAT ARE THE CASES IN WHICH DATA SUBJECTS CANNOT EXERCISE THEIR RIGHTS?**

As the following cases are exempted from the scope of the law pursuant to Article 28 of KVKK, data subjects are not entitled to exercise their rights:

- Processing of personal data for the purposes such as research, planning, and statistics through anonymization by official statistics.
- Processing of personal data for the purposes of art, history, literature or science, or within the scope of freedom of expression, provided that national defense, national security, public safety, public order, economic safety, privacy of personal life or personal rights are not violated or it does not constitute a crime.
- Processing of personal data within the scope of preventive, protective and intelligence-related activities by public institutions and organizations who are assigned and authorized for providing national defense, national security, public safety, public order or economic safety.
- Processing of personal data by judicial authorities and execution agencies with regard to investigation, prosecution, adjudication or execution procedures.

Pursuant to Article 28/2 of KVKK, data subjects are not entitled to exercise their rights in the following cases, except for the right to request compensation:

- Processing of personal data is necessary for prevention of crime or investigation of a crime.
- The data processed is made public by the data subject herself/himself.
- Processing of personal data is necessary for the performance of supervisory or regulatory duties, or disciplinary investigation or prosecution by assigned and authorized public institutions and organizations and professional organizations with a public institution status.
- Processing of personal data is necessary for the protection of economic and financial interests of the state related to budget, tax, and financial matters.

## **Data Protection and Information Security Department**

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