

DATA SUBJECT INFORMATION REQUEST FORM

This Information Request Form ("Form") has been drafted to enable you to apply to Fibabanka Anonim Şirketi ("Fibabanka" or "Bank") in order to exercise your rights set forth in Article 11 of the Law No. 6698 on the Protection of Personal Data ("Law No. 6698").

Personal data that we retain about yourself must be accurate and up-to-date. Therefore, please inform us if there is any change in your personal data.

In order for us to effectively assess your information request you have submitted to our Bank, please ensure that the answers and information you provide to the following questions are accurate and up-to-date.

The information you provide in this form will not be processed by Fibabanka for any other reason than to respond to your information request and, as such, will not be disclosed to third parties. Fibabanka retains this form and its annexes, if any, in accordance with Law No. 6698 and its secondary legal regulations, by taking all necessary technical and administrative measures.

1. Are the personal data processed for which you made this application owned by you?

☐ Yes. (Please fill out Section 4)

☐ No, I am acting on behalf of the data subject . (Please fill out Section 3)

2. What is your/the data subject's relationship with Fibabanka?

Employee Candidate	Employee Please write your department and job title	Visitor
Service Provider	Former Employee Please specify your leaving date:	Other (please specify)
Business Partner	Supplier's Employee	

3. Details of Applicant (if the Applicant is not the data subject):

Name and Surname:	
Turkish ID No. / Passport No.:	
Notify Address (Home/Business):	
Your Phone Number (Work/GSM)	
REM Address:	

Attention: You can only submit your application on behalf of the data subject by postal service or by using your registered electronic mail (REM) address, secure electronic signature, or mobile signature. Please attach to the Form a public deed stating that you are duly authorized to represent. Otherwise, please note that we cannot process your application.

4. Details of Data Subject

Name and Surname:	
Turkish ID No. / Passport No.:	
Notify Address (Home/Business):	
Your Phone Number (Work/GSM)	
Fax number	
E-Mail*:	

* Your REM address or the email address you previously provided.

Attention: You can only submit your application by postal service or by using your registered electronic mail (REM) address, secure electronic signature, mobile signature, or the email address you previously provided to us. Please attach to the Form a public deed evidencing your identity in case of applications via postal service. Otherwise, please note that we cannot process your application.

5. Reason for Application

Indicate the subject you wish to apply for by checking it in Table-1.

Please attach documents that will substantiate your application request/claim and your explanations regarding the subject you have checked in Table-1 to the Form and send it together. Fibabanka may ask for additional information and documents from you if deemed necessary.

1.	I want to learn whether or not my personal data have been processed.
2.	If my personal data is being processed by Fibabanka, I want to be informed of the processing activities.
3.	I ask for information about the purpose(s) of processing my personal data and whether it is being used in accordance with such purpose(s).
4.	I ask for information about whether my personal data has been transferred domestically or abroad; if so, the reason for the transfer and the recipients thereof.
5.	I believe that my personal data has been processed incompletely or incorrectly and I ask for their rectification. <i>Please specify the personal data you wish to be rectified in the "Your Choice" section below.</i> Your Choice:
6.	I believe that the circumstances requiring the processing of my personal data have ceased to exist and, in this context, I ask for the deletion, destruction, or anonymization of my personal data.
7.	I request that the actions taken as part of my rectification request be notified to the third party recipients of my personal data.
8.	I request that the actions taken as part of my destruction request be notified to the third party recipients of my personal data.

9.	<p>I believe that the analysis of my processed personal data exclusively through automated systems has resulted in an adverse outcome for me and I hereby do object to such outcome.</p> <p><i>Please write the analysis result you believe is detrimental to your interests in the “Your Choice” field and attach any documents supportive for your objection.</i></p> <p>Your Choice:</p>
10.	<p>I hereby request that the losses and damaged suffered by me due to the unlawful processing of my personal data be duly indemnified.</p> <p><i>Please write down the particulars being subject to the unlawful processing in the “Your Choice” field and attach supporting documents (i.e. court decision, Board decision, documents showing the amount of material damage, etc.) to the Form.</i></p> <p>Your Choice:</p>

Attention: We would like to inform you that we cannot take your application into consideration if your personal data is processed for at least one of the following reasons:

- ◆ *Processing of personal data for purposes such as research, planning and statistics by anonymizing the same with official statistics,*
- ◆ *Processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that such processing does not violate national defense, national security, public security, public order, economic security, privacy of private life or personal rights or commit a crime,*
- ◆ *Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations entrusted and authorized by law to ensure national defense, national security, public safety, public order or economic security,*
- ◆ *Processing of personal data by judicial or enforcement authorities in relation to investigation, prosecution, trial or execution proceedings,*
- ◆ *Processing of personal data is necessary for the prevention of crime or criminal investigation.*
- ◆ *Processing of personal data made public by the data subject himself/herself,*
- ◆ *Personal data processing is necessary for the execution of supervisory or regulatory duties and disciplinary investigation or prosecution by public institutions and organizations and professional organizations in the nature of public institutions, which are authorized and empowered by law,*
- ◆ *Processing of personal data is necessary for the protection of the economic and financial interests of the State in relation to budgetary, tax and fiscal matters.*

6. Application Procedure to Follow

You can submit your application using one of the following methods. When submitting your application, please include any supporting information and documents for your request, as well as documents verifying your identity, with this form.

Application Method	Application Address	Details To Be Included In The Application
Personal Delivery	Esentepe Mahallesi Büyükdere Caddesi No:129 Şişli, İstanbul/Türkiye	Please write the wording “KVKK Information Request” on the envelope.
Return registered letter	Esentepe Mahallesi Büyükdere Caddesi No:129 Şişli, İstanbul/Türkiye	Please write the wording “KVKK Information Request” on the notice envelope.
via Registered Electronic Mail (KEP)	fibabanka.kisiselveri@hs03.kep.tr	Please write “KVKK Information Request” in the subject line of the email you send to fibabanka.kisiselveri@hs03.kep.tr.
Secure electronic signature, mobile signature, or an email sent from the email address you previously provided to Fibabanka and which is registered in Fibabanka’s systems.	fibabanka.kisiselveri@hs03.kep.tr	Please write “KVKK Information Request” in the subject line of the email you send to fibabanka.kisiselveri@hs03.kep.tr.

In accordance with the Law, if you wish to make a request regarding your personal data, you can submit your requests using this information request form

- ◆ to Esentepe Mahallesi Büyükdere Caddesi No:129 Şişli, İstanbul/Türkiye address, attaching the necessary official documents for identity verification, in person or
- ◆ via registered electronic mail (REM) address, secure electronic signature, mobile signature, or using the email address previously provided to Fibabanka and registered in Fibabanka’s systems.

7. Charges for Your Application

Please note that the fee for the response to your application will be calculated as follows:

- ◆ 1 (one) Turkish Lira per page if the response exceeds 10 pages, and
- ◆ an amount not exceeding the cost if you request it to be delivered on a recording medium such as a CD or flash drive; or
- ◆ if you request it to be sent by postal service, the recipient will pay for postage.

If the process involves additional costs, the fees specified in the relevant legislation will be charged. If the application is rejected due to an error on Fibabanka’s part, the fee will be refunded to the applicant.

8. Conclusion of Your Application

Depending on the nature of your request, your application will be answered with a reasoned response “as soon as possible and within a **maximum of 30 days**” from the date it is received by Fibabanka. Please note that Fibabanka reserves the right to accept your request for information or to reject it, provided that it explains its reasons for rejection.

Fibabanka shall not be held liable for any claims arising from inaccurate or outdated information or unauthorized applications submitted through this Form.

I, the undersigned person identified above as the Applicant, acting for myself / as the representative acting on behalf of the data subject, hereby ask for information regarding my personal data processed within Fibabanka, as described above, and request that the necessary actions be taken to fulfill this request.

Signature:

Date:

Place: