
PERSONAL DATA INFORMATION BOOKLET

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Information Text on Personal Data

INFORMATION ON THE PROTECTION AND PROCESSING OF PERSONAL DATA

Law on Protection of the Personal Data numbered 6698 ("**Law**") was adopted on 24 March 2016 and was published in the Official Gazette dated 7 April 2016 and numbered 29677.

The purpose of the Law is to protect the fundamental rights and freedoms of individuals, in particular the right to privacy, in processing of Personal Data, and to regulate the obligations and the procedures and principles that need to be complied by real persons and legal entities processing Personal Data. In order to fulfill the obligations assigned by this Law, a Personal Data Protection Authority with administrative and financial autonomy and a public legal personality has been established.

As GAMA Enerji A.Ş. ("**Company**"), we would like to inform you in the capacity of data controller on the matters stated below.

The following information issues will also apply to the subsidiaries of Company that deal with Personal Data.

What is Personal Data?

Personal data refers to any information regarding the "real persons".

Your data such as your name, Turkish identity number, citizenship information, phone number, home address, correspondence made through the Company e-mail, license plate, social security number, passport information, CV, photo, blood type, health information etc. are considered as personal data within the scope of the Law.

Data relating to legal entities (companies / institutions) are not covered by this Law.

Who is the Data Controller?

If the Personal Data you share with our Company is processed, our Company is responsible for determining the purpose and means of processing and is responsible for the establishment and management of the data recording system as the data controller.

What is Processing of Your Personal Data?

Processing of Personal Data means collection of the relevant data verbally, in writing or electronically and record, storage, classification of such data.

For What Purposes Can We Process Your Personal Data?

We may process your Personal Data to fulfill our responsibilities in accordance with the Labor Law, Turkish Commercial Code, Social Security Law and other legislation; to protect the Personal Data you shared with the Company; to ensure the health and safety of our staff and visitors; to maintain healthy business relations with our personnel, subcontractors, suppliers, other service providers and the organizations we serve; to access necessary information such as identity, address and image within this scope; to be able to edit all our records and documents on paper or electronically; to act in accordance with our information storage, reporting and informing obligations prescribed by legislation or judicial and / or administrative authorities.

For What Purposes and to Whom Can We Transfer Your Personal Data?

For the purposes stated above, the person(s)/institution(s) to whom your Personal Data may be transferred by our Company are; the Ministry of Labor and Social Security, Ministry of Customs and Trade, Ministry of Science, Industry and Technology, Social Security Institution, persons or institutions permitted by the provisions of the Capital Market Law and legislation; financial institutions and other third parties; public legal entities such as Capital Market Law or Central Bank of the Republic of Turkey; our main shareholders; direct / indirect, domestic / foreign subsidiaries; domestic or foreign institutions or companies and other third parties to whom we get services, cooperate, and are program partners with to carry out our activities.

How Is Your Personal Data Collected and What Is the Legal Reason for the Collection?

Your Personal Data may be acquired through forms collected via our website, Headquarters and / or affiliated Branches, Offices, interviews, surveys, contracts, applications, proposals, oral, written or visual information and documents received during meetings, etc. in writing or electronic form in the presence of one of the legal reasons stipulated in Articles 5 and 6 of the Law.

What Are Your Rights In Accordance With Article 11 of the Law on Protection of the Personal Data Numbered 6698?



By applying to our Company, you have the right to (i) find out whether your Personal Data has been processed, (ii) request further information if your Personal Data has been processed, (iii) find out the purpose of processing your Personal Data and whether your Personal Data is processed in accordance with this purpose, (iv) find out the third parties whom this information is transferred to both nationally and overseas, (v) request the correction of your Personal Data if it is incomplete or incorrectly processed, (vi) in accordance with Article 7, request the deletion or destruction of the Personal Data, (vii) request notification to third parties to whom the Personal Data is transferred of transactions made in accordance with paragraphs (v) and (vi) above, (viii) object to the occurrence of a result detriment to the person due to analysis of processed data exclusively through automated systems, (ix) request damages if loss is incurred due to Personal Data being processed in violation of the Law.

If you wish to exercise these rights, you may apply to the Company in person or through a notary by filling out the application form in the Personal Data Information Booklet.

The application must include your identity and address information (if you are not an employee of the Company, the proof of identity must be attached to the application), you must specify which of the above rights(s) you wish to exercise, the matter you request must be clear and understandable and the matter you request must be relevant to your personality.

We kindly request you to find out more on other issues by accessing the [text of the Law](#).

Regards,
GAMA Enerji A.Ş.

Personal Data Application Form

PERSONAL DATA APPLICATION FORM**General Information:**

Applications to be made by the personal data owners (“**Applicant**”) within the scope of Articles 11 and 13 of the Law on Protection of the Personal Data numbered 6698 (“**Law**”) and Article 5 of the Communiqué on Procedures and Principles of Application to the Data Collector should be made with this form and in accordance with one of the methods described below. person or through a notary with the printout of this form. Duly made applications will be answered within 30 (thirty) days from the date of receipt.

Application Methods:

	APPLICATION METHOD	ADDRESS TO APPLY	INFORMATION TO BE SHOWN IN THE APPLICATION
<i>1. Application in Writing</i>	In person with wet signature or through a Notary Public	GAMA Plaza, Nergiz Sokak No:9, Beştepe, Yenimahalle 06560 Ankara, Türkiye	“Information Request Within the Scope of the Personal Data Protection Law” will be written on the envelope/notification.
<i>2. Application via Registered Electronic Mail (KEP)</i>	By Registered Electronic Mail (KEP)	gamaenerji@hs02.kep.tr	"Personal Data Protection Law Information Request" will be written in the subject section of the electronic mail.
<i>3. Application via Electronic Mail Address Available in Our System</i>	By using your electronic mail address registered in our Company's system	energy@gamaenergy.com	"Personal Data Protection Law Information Request" will be written in the subject section of the electronic mail.
<i>4. Application via Electronic Mail Address Not Available in Our System</i>	By using your electronic mail address that is not in our Company's system, including mobile signature/e-signature	info@gamaenergy.com	"Personal Data Protection Law Information Request" will be written in the subject section of the electronic mail.

Applicant Information

Name - Surname			
For Turkish Citizens		For Foreigners	
Turkish ID Number		Nationality	
		Passport Number or ID Number	
Mobile Number			
E-mail Address			
Address			
Your Relation with our Company	<input type="radio"/> Present Employee	Employee Unit/ Position	
	<input type="radio"/> Former Employee	Employment Dates/ Position	
	<input type="radio"/> Employee Candidate	Application Date/Position	
	<input type="radio"/> Subcontractor Employee	Company/Position	
	<input type="radio"/> Client	<input type="radio"/> Visitor	<input type="radio"/> Shareholder
	<input type="radio"/> Other		
Unit you are in contact with at our Company /Subject			
How would you like to receive the answer?	<input type="radio"/> Via Post	<input type="radio"/> Via E-mail	<input type="radio"/> In Person

Subject of Request:

You can write your request regarding personal data by making use of the following.

1. I would like to learn whether GAMA ENERJİ A.Ş. processes personal data about me.
2. If GAMA ENERJİ A.Ş. processes personal data about me; I request information about these data processing activities.
3. If GAMA ENERJİ A.Ş. processes personal data about me; I would like to learn the purpose of processing and whether it is used in accordance with this purpose.

4. If my personal data is transferred by GAMA ENERJİ A.Ş. to third parties in country or abroad; I would like to know these third parties.
5. I think that my personal data has been processed incompletely or inaccurately by GAMA ENERJİ A.Ş. and I want them to be corrected.
6. Although my personal data has been processed by GAMA ENERJİ A.Ş. in accordance with the provisions of the law and other relevant laws, I think that the reasons requiring its process have disappeared and I request that my personal data be deleted or destroyed within this framework.
7. I request that my personal data, which I believe to be incomplete or incorrectly processed by GAMA ENERJİ A.Ş., be corrected before third parties to whom they are transferred.
8. Although my personal data has been processed by GAMA ENERJİ A.Ş. in accordance with the provisions of the law and other relevant laws, I think that the reasons for the processing of my personal data have disappeared, and I request that my personal data be deleted or destroyed by third parties within this framework.
9. I think that my personal data processed by GAMA ENERJİ A.Ş. has been analyzed exclusively through automated systems and this analysis has resulted in a result against me. I object to this result.
10. I have suffered damage due to the processing of my personal data by GAMA ENERJİ A.Ş. in violation of the relevant legislation. I request compensation for this damage.

“Detailed Request:

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In line with the requests, I have stated above, I kindly request that my application to the data controller be evaluated in accordance with Article 13 of the Law and that I be informed. I hereby declare and undertake that the information and documents I have provided to you in this application are correct and up-to-date, the data controller may request additional information in order to finalize my application and I have been informed that I may be required to pay the fee determined by the Personal Data Protection Board if it requires an additional cost."

This form has been prepared, so that we can respond to your application accurately and in a timely manner. Therefore, it is important that you provide the requested information in a complete and



understandable manner. Our Company reserves the right to request additional documents (Identity Card, etc.) in order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your submitted requests within the scope of the form is not correct and up-to-date or an unauthorized application is made, our Company does not accept any responsibility for the requests arising from such incorrect information or unauthorized application or for any problems that may occur during the sending of our responses to the addresses you specify.

** Please also attach additional information and documents to this form, if available.*

Applicant (Personal Data Owner);

Name – Surname :

Application Date :

Signature :

List of Legislation on Protection of the Personal Data

LEGISLATION LIST ON PROTECTION OF THE PERSONAL DATA

The list of legislation on protection of the Personal Data is as follows:

Law:

- Law on Protection of the Personal Data numbered 6698
(<https://www.mevzuat.gov.tr/MevzuatMetin/1.5.6698.pdf>)

Regulations:

- Regulation on the Registry of Data Controllers
(<https://kvkk.gov.tr/Icerik/5442/VERI-SORUMLULARI-SICILI-HAKKINDA-YONETMELIK>)
- Regulation on Deletion, Destruction or Anonymization of Personal Data
- (<https://kvkk.gov.tr/Icerik/5441/KISISEL-VERILERIN-SILINMESI-YOK-EDILMESI-VEYA-ANONIM-HALE-GETIRILMESI-HAKKINDA-YONETMELIK>)

Communiqués:

- Communiqué on the Procedures and Principles for Compliance with the Obligation to Provide Information
(<https://kvkk.gov.tr/Icerik/5443/AYDINLATMA-YUKUMLULUGUNUN-YERINE-GETIRILMESINDE-UYULACAK-USUL-VE-ESASLAR-HAKKINDA-TEBLIG>)
- Communiqué on Procedures and Principles of Application to the Data Collector
(<http://www.resmigazete.gov.tr/eskiler/2018/03/20180310-6.htm>)