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1. PURPOSE and SCOPE

1.1. Purpose

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

1.2. Scope

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

2. DEFINITIONS and ABBREVIATIONS

Abbreviation	Description
Law	Personal Data Protection Law No. 6698
Procedure	Procedure for Receiving, Evaluating, and Responding to Data Subject Applications
Application Form	The form published on the Company's website and attached to this procedure for use in applications to be made by Data Subjects pursuant to 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 its subsidiaries
Data Processor	The natural or legal person processing personal data on behalf of the data controller as defined in the Law
Data Subject	The natural person whose personal data is processed
Personal Data	Any information relating to an identified or identifiable natural person

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	as long as it is included within the scope of the law
Data Categorization	Category details about the data subject, personal data and the recipient party with whom the personal data is shared, as specified in the Data Inventory
Data Inventory	The document used to keep all data processing purposes and processes of the Company
Process	Each data processing activity specified in the Data Inventory

3. ROLES and RESPONSIBILITIES

This procedure is updated by the Legal Department. The roles and responsibilities specified in the procedure are provided in the Implementation section.

4. IMPLEMENTATION

4.1. Receiving Applications

A. Method of Application

Data subjects may submit their requests within the scope of their rights specified in article 11 of the Law to the data controller in writing, or using their registered electronic mail (KEP) address, secure electronic signature, mobile signature or the electronic mail address previously notified by the data subject to and already registered in the system of the data controller or via a software or application developed for the purpose of application..

At this point, the person receiving the application in person, or through notification procedure or any means such as e-mail, etc. notifies the application to the Personal Data Protection Committee by sending it to kisiselveri@enerjisauretim.com via e-mail on the same day in order to ensure that applications are recorded and submitted to the relevant person without delay. The person that receives the application, and, particularly, the Administrative Affairs unit are responsible for notification of such applications to the Personal Data Protection Committee.

B. Content of Applications

The application must include the following;

- a) Name and surname, and if the application is made in writing, signature;
- b) Turkish identity number for the citizens of the Republic of Türkiye, or nationality, passport number or, if any, identity number for foreign nationals;

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c) Main place of residence or workplace address for correspondences;

ç) If any, electronic mail address for correspondences, and telephone and fax numbers;

d) Subject matter of the request.

Relevant information and documents are added and attached to the application.

In case of written applications, the application date is the date the document is notified and served to the data controller or their representative.

In case of applications made by other methods, the application date is the date the application is received by the data controller.

B.1 Application made by an Attorney or Legal Representative

Even though it is specified in the Law that the Data Subject may file a request with the Data Controller, there is no rule preventing the application to be made by the Data Subject's attorney or legal representative. Therefore, some applications may not be made directly by the Data Subject.

In such cases, it should be checked whether the applicant is authorized to make the application. For example, the application may be sent by the lawyer of the Data Subject.

In such cases, a copy of the power of attorney should be requested from the lawyer in order to verify their authorization in this regard.

Applications for requests regarding children's Personal Data may be made by a legal representative. In such cases, copies of the documents substantiating the legal representative's authorization must absolutely be requested.

B.2 Making Collective Applications

A collective application may be filed by multiple Data Subjects in relation to the Personal Data processed according to the structure or commercial nature of the Company. For example, an application may be submitted for the Personal Data of several persons under a single power of attorney.

In case of a collective application, it is recommended for the Company to separate the application and to make separate evaluations for each individual. In such cases, the following actions should be taken:

- Verification of the authorization of the third person making the application for and on behalf of Data Subjects;
- Verification of the identity of the Data Subject.

C. Responding to Applications

The data controller is obliged to take any and all organizational and technical measures to finalize applications efficiently, pursuant to the laws and the rules of integrity.

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The data controller either accepts or rejects the application by stating their justification for rejection.

The data controller notifies their response to the relevant person in writing or electronically.

The response letter must contain the following:

- a) Details of the data controller or their representative;
- b) Applicant's; name and surname, Turkish identity number for the citizens of the Republic of Türkiye, or nationality, passport number, or, if any, identity number for foreign nationals, main place of residence or workplace address for correspondences, and, if any, electronic mail address and telephone and fax number for correspondences;
- c) Subject matter of request;
- ç) Data controller's explanations about the application;

The data controller concludes the requests specified in the application on a free-of-charge basis as soon as possible and within thirty days at the latest, according to the nature of the request. However, if the response exceeds ten pages, a processing fee of TRY 1 may be charged for each page after ten pages. If the response to the application is given on a storage media such as CD, flash drive, etc.; the fee that can be charged may not exceed the cost of the storage medium. If the application is caused by the data controller's error, the fee charged is refunded to the relevant party.

If the data subject's request is accepted, necessary action(s) required by the request are taken as soon as possible and the relevant person is informed.

D. Application Evaluation Process

Data Subject requests should be evaluated and concluded by the Company as soon as possible and within 30 days from the date of application at the latest. If no response is given within this period, or the application is rejected or the response given is deemed insufficient; the applicant may file a complaint with the Board within thirty days from the date the applicant becomes aware of the response and, in any event, within sixty days from the date of application.

Data subject applications are forwarded by the Administrative Affairs Department to the Legal Consultancy over the document management system on the day such applications are received by our Company. The Legal Consultancy shares the request with the members of the Personal Data Protection Committee (Committee) via the e-mail address kisiselveri@enerjisauretim.com. Requests are responded by Committee members within 1 week at the latest.

E. Keeping Incident Records

The response sent to the data subject is shared with all Committee members via the e-mail address kisiselveri@enerjisauretim.com. Incident records, documents and results generated in relation to the relevant application are stored in the electronic directory created for this matter.

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This Procedure may not be copied or distributed without the Company's prior written consent.

5. REFERENCE DOCUMENTS

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6. ANNEXES

Right to Information Application Form within the scope of the Personal Data Protection Law

RIGHT TO INFORMATION APPLICATION FORM WITHIN THE SCOPE OF THE PERSONAL DATA PROTECTION LAW

EXPLANATION


Applications are made by completing the following form in writing or electronically, clearly indicating the company about which the application is made.

Written applications bearing original signatures are delivered to our Company's address at "**Barbaros Mah. Çiğdem Sk. My Office No:1/16 Ataşehir İstanbul**" in person, or through delivery of the application by proxy with a notarized power of attorney indicating that the attorney is authorized to file applications with respect to the rights listed in article 11 of the PDP Law or through a notary public.

Electronic applications are made by sending the application to the relevant company's Registered Electronic Mail (KEP) address provided below or to the address of kisiselveri@enerjisauretim.com via e-mail by using the Applicant's registered electronic mail (KEP) address, if any, an electronic signature with "secure electronic signature" certificate, mobile signature, or the electronic mail address previously notified by the Applicant to our Company and already registered in the system of our Company.

Company subject to the Application:

- 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 San. Ve Tic. A.Ş. : serbestenerji@hs01.kep.tr
- o Sarı Kanat Enerji San. ve Tic. A.Ş. : sarikanat@hs01.kep.tr

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A. Applicant's contact details:

Name :
Surname :
Turkish ID Number :
Passport Number :
(For Foreigners)
Phone Number :
Fax Number :
E-mail :
Registered e-mail :
(KEP – if any)
Address :

B. Please specify your relationship with our Company.

- Supplier
- Former Employee
Years of Employment:
- Current Employee
- I made a Job Application / shared my CV
Date:
- Third-Party Company Employee
Please indicate the company that you work for, the date and your position details.
.....
- Other:

If any, the unit that you are in contact with
in our Company:.....

C. Please specify the right under which you are filing your request as listed in article 11 of the PDP Law and explain your request in detail:

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D. Please select the method for notification of our response to your application:

- I would like to have it sent to my address.
- I would like to have it sent to my e-mail address.
- I would like to have it sent to my registered e-mail address.

Applicant (Personal Data Subject)

Name & Surname :
Application Date :
Signature :

This application form has been prepared to allow you to exercise your rights specified in the Personal Data Protection Law and the relevant legislation and to enable our company to fulfil its obligations in this context; and it has been devised to ensure the submission of your application to our Company completely and to prevent you from encountering any delay due to incomplete application.

You may be required to present or submit documentary evidence (e.g. identity card, passport, etc.) regarding the data that you have provided during the application in order to prevent unfair and unlawful processing of your personal data and to avoid any possible risks. We would like to inform you that your request will be declined if it is understood that the data you have requested are not related with personal data or are actually related with the personal data of other persons.