

	DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE AND DATA SUBJECT APPLICATION FORM	Document No	KVK_39
		Publication Date	
		Revision No	
		Revision Date	11.06.2026

DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE

We, as Unifree Duty Free İşletmeciliği Anonim Şirketi (“Unifree”), value the protection of your personal data and within the scope of the Law on Protection of Personal Data (“LPPD”) no. 6698, we would like to inform you about the processing of your personal data, the method and purpose of processing, to whom it can be transferred for what purpose and legal reason, and your rights under the relevant law.

We act in accordance with all of the obligations and principles foreseen in the relevant legislation, especially the LPPD, and we take the necessary security measures for the safe processing of your personal data.

1) PERSONAL DATA BEING PROCESSED

As Unifree, we process the following personal data:

Identity Data: Name, surname, Turkish Republic ID number, and other information included in identity documents such as date and place of birth.

Contact Data: Phone number, email address, address.

Other Data: Any other personal data you submit to us within the scope of your application.

2) THE SCOPE, PURPOSE, METHOD AND LEGAL GROUNDS FOR PROCESSING PERSONAL DATA

Your personal data will be processed as detailed below within the scope of the legal grounds listed in Article 5 of the LPPD.

- **Evaluating the applications you submit to the Company in the exercise of your rights set out in Article 11 of the Law concerning the personal data processed by Unifree, concluding them in accordance with the legislation, and carrying out the necessary actions within this framework,**

For this purpose, your identity, contact and other personal data will be processed based on the legal ground that it is clearly stipulated in the laws, in accordance with Article 5/2 (a) of the LPPD.

- **Fulfilling the requests of official authorities, providing information to authorized institutions arising from the legislation, and retaining the records relating to the applications you have made for the duration of the general statute of limitations so that they may constitute evidence in potential future disputes,**

For these purposes, your identity, contact and other data will be processed based on the legal ground that it is mandatory for the data controller to fulfill its legal obligation, in accordance with Article 5/2 (ç) of the LPPD.

3) TRANSFER OF YOUR PERSONAL DATA

Your personal data, to the extent necessary to achieve the purposes specified above and provided that it is limited to those purposes, in accordance with Articles 8 and 9 of the LPPD;

- Within the scope of the condition that it is mandatory for the data controller to fulfill its legal obligation pursuant to Article 5/2-ç of the LPPD; where mandatory to fulfill our legal

	DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE AND DATA SUBJECT APPLICATION FORM	Document No	KVK_39
		Publication Date	
		Revision No	
		Revision Date	11.06.2026

obligations, your personal data may be shared with legally authorized public institutions and organizations, provided that your data security is ensured and the necessary measures are taken by our Company.

- Based on the legal ground that data processing is mandatory for the establishment, exercise or protection of a right pursuant to Article 5/2-e of the LPPD, your personal data may be shared with the lawyers and consultants from whom we receive legal advisory services, with official institutions and organizations such as courts, enforcement offices and notaries, and with law enforcement authorities; and, limited to the notification to be made where you so request within the scope of a rectification/erasure process, with the relevant parties located in Türkiye to whom personal data is transferred pursuant to Article 11/1(f) of the Law.

4) YOUR RIGHTS REGARDING YOUR PERSONAL DATA

Pursuant to Article 11 of the LPPD, you have the right to apply to our Company to obtain information regarding the processing of your personal data:

- (1) Learning whether or not personal data is processed,
- (2) If personal data has been processed, requesting data about it,
- (3) Learning the purpose of processing personal data and whether it is used in accordance with its purpose,
- (4) Learning the third parties whose personal data are transferred in the country or abroad,
- (5) Requesting correction of personal data in the event of incomplete or incorrect processing and requesting the notification of the transaction made in this context to the third parties to whom the personal data has been transferred,
- (6) In the event that the reasons for processing personal data no longer exist, requesting their deletion, destruction, or anonymization, and requesting notification of the transaction made in this context to the third parties to whom the personal data has been transferred,
- (7) Objecting to the emergence of a result against the data subjects by exclusively analyzing the processed data through automated systems,
- (8) Requesting compensation of the damage in case of loss due to unlawful processing of personal data.

In this context, you can make your requests regarding your rights by completing the LAW ON PROTECTION OF PERSONAL DATA RELATED PERSON APPLICATION FORM available on our website, or by creating your own request in a manner that meets the conditions determined by the Personal Data Protection Authority and sending it to our e-mail or postal address listed below using the methods set by the Personal Data Protection Authority. Depending on the nature of the request, Unifree will conclude the request free of charge as soon as possible and within 30 days at the most.

- Application Address: Tayakadın, Tayakadın İhsaniye Yolu No:1, 34283 Arnavutköy/İstanbul
- Our E-mail Address: KVKK@unifree.com.tr

I have read and understood the Privacy Notice.

Date : __/__/__

Name, Surname: _____

	DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE AND DATA SUBJECT APPLICATION FORM	Document No	KVK_39
		Publication Date	
		Revision No	
		Revision Date	11.06.2026

Signature : _____

**UNIFREE DUTY FREE İŞLETMECİLİĞİ A.Ş.
DATA SUBJECT APPLICATION FORM**

As Unifree Duty Free İşletmeciliği A.Ş. (“Unifree”), the protection of fundamental rights and freedoms, the protection of the privacy of private life, ensuring and maintaining information security, and respect for ethical values are among our primary principles. Article 11 of the Law No. 6698 on the Protection of Personal Data (the “LPPD”), titled “Rights of the Data Subject”, grants data subjects the right to make certain requests regarding the processing of their personal data. As the Data Controller, our Company has prepared this data subject application form in order to enable data subjects to exercise these rights and to fulfill its obligation to inform set out in Article 10 of the LPPD.

Pursuant to Article 11 of the LPPD, by applying to Unifree and completing the form below, you may exercise the following rights:

- a) You may learn whether or not your personal data is processed;
- b) If your personal data has been processed, you may request information in this regard;
- c) You may learn the purpose of processing your personal data and whether they are used in accordance with their purpose;
- d) You may learn the third parties to whom your personal data is transferred, domestically or abroad;
- e) In the event that your personal data is processed incompletely or incorrectly, you may request that it be corrected;
- f) You may request the deletion or destruction of your personal data within the framework of the conditions set out in Article 7 of the LPPD;
- g) You may request that the actions taken pursuant to subparagraphs (e) and (f) be notified to the third parties to whom the personal data has been transferred;
- h) You may object to the emergence of a result against you through the exclusive analysis of the processed data by automated systems; and
- i) In the event that you suffer damage due to the processing of your personal data in breach of the LPPD, you may request compensation for the damage.

Pursuant to Article 13 of the LPPD, in their applications to our Company, data subjects must submit their requests in writing or by other methods to be determined by the Personal Data Protection Board (the “Board”). In this context, applications to our Company may be submitted to us free of charge by printing out this form once completed and selecting one of the following four methods.

No.	Application Method	Address to Which the Application Will Be Made	Action Required
1	By the data subject applying in person by coming to our Company (the data subject is required to keep documents verifying their identity with them)	İstanbul Havalimanı, Tayakadın Mahallesi, Terminal Caddesi, No:1, Arnavutköy/İstanbul	It must be written on the envelope: “Personal Data Protection Information Request”.

	DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE AND DATA SUBJECT APPLICATION FORM	Document No	KVK_39
		Publication Date	
		Revision No	
		Revision Date	11.06.2026

2	By notification through a notary	Büyükdere Caddesi, Bengün Han, No:107/8, Şişli/İstanbul	It must be written on the notification envelope: “Personal Data Protection Information Request”.
3	By Registered Electronic Mail (KEP), signed with a “secure electronic signature” as defined in the Electronic Signature Law No. 5070	unifree@hs01.kep.tr	The subject of the e-mail must be “Personal Data Protection Law Information Request”.
4	By e-mail (submitted in writing by using the e-mail address you have previously notified to our Company and which is registered in our Company’s system)	Registered e-mail address on file	The subject of the e-mail must be “Personal Data Protection Law Information Request”.

It is not possible for third parties to exercise the right to obtain information regulated under Article 11 of the LPPD on behalf of data subjects. In order for a data subject to make a request regarding the personal data of a person other than themselves, the original of a special power of attorney issued on behalf of the person who will make the application, wet-signed and notarized, must be presented by the data subject in relation to the matter.

Pursuant to Article 13/2 of the LPPD, your applications submitted to us will be answered, depending on the nature of the request, within thirty days from the date your request reaches our Company. Our responses will be delivered to you in writing or electronically pursuant to Article 13 of the LPPD.

Data Controller:

Unifree Duty Free İşletmeciliği A.Ş.

İstanbul Havalimanı, Tayakadın Mahallesi, Terminal Caddesi, No:1, Arnavutköy/İstanbul

Tel: 0212 211 60 45

Fax: 0212 217 60 54

	DATA SUBJECT APPLICATION PROCESS PRIVACY NOTICE AND DATA SUBJECT APPLICATION FORM	Document No	KVK_39
		Publication Date	
		Revision No	
		Revision Date	11.06.2026

INFORMATION REQUEST APPLICATION FORM

Please fill in the table below.

Name:	
Surname:	
Turkish Republic ID Number:	
Phone Number:	
E-mail:	
Address:	
Your business relationship with our Company (Customer, business partner, job candidate, former employee, employee of a third-party company, shareholder, etc.):	
The unit within our Company with which you are in contact:	
Please attach to this form the documents relating to the explanation of your application and your request (Please specify your request under the LPPD in detail):	
Please indicate your preference regarding the response to be given to your application:	☐ I would like it to be sent to my address. ☐ I would like it to be sent by e-mail. ☐ I would like to collect it in person.

This application form has been prepared to enable a correct and timely response to your application by determining your relationship with our Company and identifying, if any, the personal data of yours processed by our Company in full. In order to eliminate legal risks that may arise from unlawful and improper data sharing, and in particular to ensure the security of your personal data, our Company reserves the right to request additional documents (such as an identity card, etc.) for the verification of identity and authority. In the event that the information relating to the requests you submit within the scope of this form is inaccurate or not up to date, or that an unauthorized application is made, our Company accepts no liability for requests arising from such inaccurate information or unauthorized application.

In addition, except where required by the nature of the work performed, please do not share documents/information containing personal data. If there is personal data in the documents you send, please delete the relevant personal data from such document or share it after anonymizing it. We have no liability whatsoever for personal data you have shared even though it was not required by the nature of the work.

Applicant (Personal Data Subject) : _____

Name and Surname : _____

Application Date : _____

Signature : _____