

DATA SUBJECT RIGHTS REQUEST FORM

(Articles 15–22 of the EU GDPR)

Articles 15–22 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (“GDPR”) grant you several rights regarding your personal data held by NETMERA ARGE VE BİLİŞİM HİZMETLERİ ANONİM ŞİRKETİ (“Netmera”). These rights include the right to obtain confirmation that we process your personal data, to receive information about such processing, and to obtain a copy of your personal data.

The rights you may exercise under the GDPR include:

- **Art. 15:** Right of access
- **Art. 16:** Right to rectification
- **Art. 17:** Right to erasure
- **Art. 18:** Right to restriction of processing
- **Art. 20:** Right to data portability
- **Art. 21:** Right to object to processing
- **Art. 22:** Right related to automated decision-making and profiling
(Note: Netmera does not engage in automated decision-making that produces legal or similarly significant effects.)

We aim to respond to your request within one month of receiving a fully completed form and sufficient proof of identity.

The information you provide in this form will be used solely for the purpose of verifying your identity, locating your data, and responding to your request.

You are **not obliged** to use this form, but doing so will help us process your request more efficiently.

Please submit the completed form by secure email to: privacy@netmera.com

SECTION 1: Details of the Person Making the Request

Full name:

Address:

Contact telephone number:

Email address:

SECTION 2: Are You the Data Subject?

Please tick one:

- ☐ **YES** – I am the data subject. I enclose proof of my identity. (Go to Section 4.)
- ☐ **NO** – I am acting on behalf of the data subject.

I enclose proof of the data subject’s identity, my own identity, and written authorization. (Go to Section 3.)

Identity Verification (applies to both cases):

Please provide a **photocopy or scanned copy** of one of the following (you may redact non-essential details):

- Passport
- National identity card
- Photo driving licence

If we are unable to verify your identity, we may need to request further information or decline the request.

SECTION 3: Details of the Data Subject

(Complete only if different from Section 1)

Full name:

Address:

Contact telephone number:

Email address:

SECTION 4: Which Right Do You Wish to Exercise?

Please tick:

- ☐ Art. 15 – Right of access
- ☐ Art. 16 – Right to rectification
- ☐ Art. 17 – Right to erasure
- ☐ Art. 18 – Right to restriction of processing
- ☐ Art. 20 – Right to data portability
- ☐ Art. 21 – Right to object
- ☐ Art. 22 – Automated decision-making & profiling

(Netmera does not perform automated decision-making that produces legal effects.)

SECTION 5: Details of Your Request

To help us locate your personal data efficiently, please provide as much detail as possible (e.g., time periods, systems used, account email, device identifiers, relevant documents):

Please specify your request:

If requesting erasure or restriction, please provide any context you wish to share (optional):

If objecting to processing, please indicate which processing activity you object to:

SECTION 6: Declaration

I certify that the information provided is accurate and that I am the data subject or validly authorised to act on their behalf. I understand that Netmera may request additional information only if necessary to verify identity or process the request.

Signature: _____

Date: _____

If acting on behalf of the data subject:

I confirm that I am authorised to act on behalf of the data subject.

Signature: _____

Date: _____

Required Documents Checklist

- ☐ Proof of identity
- ☐ Proof of data subject's identity (if different)
- ☐ Authorization to act (if applicable)

Preferred Method of Receiving the Response

- ☐ Email (recommended)
- ☐ In person (appointment will be scheduled)

(Note: For security reasons, Netmera does not send personal data by postal mail unless required by law.)

Additional Information

If your request is unclear or insufficient for us to locate your data (e.g., a request for "all information about me"), we will contact you for clarification.

We will begin processing your request once identity is verified and all necessary information is received.