

### Right to Application

The following rights have been granted to the personal data subjects ("**Data Subject**") defined as the relevant person in the Law on Protection of Personal Data No. 6698 ("**Law**"), to be exercised by applying to the data controller, in accordance with Article 11 of the Law:

- a. **To learn if their personal data is processed,**
- b. **To request information if their personal data is processed,**
- c. To learn the purpose of processing of their personal data and whether they are used in accordance with this purpose,
- d. **To learn third parties located in the country or abroad to whom their personal data is transferred,**
- e. In the event that personal data is incomplete or incorrectly processed, to request that these be corrected and this activity be notified to the third parties to whom the personal data is transferred,
- f. To request that personal data be deleted, destroyed or anonymized if the reasons requiring its processing disappear, although it has been processed in accordance with the law and other relevant provisions of the law, and to request notification of these transaction to third parties to whom personal data is transferred,
- g. To object to a result occurring to the detriment of the person upon the exclusive analysis of their processed data through automated systems,
- h. To request the recovery of the damage in case their personal data are damaged due to the illegal processing of the data.

### Application Methods

Pursuant to the first paragraph of Article 13 of the Law, requests, and applications to be submitted to our Company, who is the data controller, regarding these rights should be submitted to our Company in writing or by other methods determined by the Personal Data Protection Committee (the "**Committee**").

This Application Form has been prepared by Roche Müstahzarları Sanayi A.Ş. ("**Company**"), the data controller, to inform the Applicants about the application procedure and to be a guide for the requests to be submitted, pursuant to the first paragraph of Article 13 of the Law and the Communiqué on the Procedures and Principles for Applying to the Data Controller ("**Communiqué**") issued in the Official Gazette dated 10.03.2018 and numbered 30356.

By using the following channels, applicants may submit their requests within the scope of their rights specified in article 11 of the Law by filling out this application form:

- Uniq İstanbul, Ayazağa Cad. No.4 D/101 Maslak 34396 Sarıyer / İstanbul in person, via certified mail or through notary public;
- via the registered e-mail address of [rochemustahzarlari@hs02.kep.tr](mailto:rochemustahzarlari@hs02.kep.tr); or
- Via an e-mail to be sent to [istanbul.kisiselveri@roche.com](mailto:istanbul.kisiselveri@roche.com) by the Applicant from the e-mail address that they previously reported to our company and registered in our Company system.

Below are the explanations about the application channels regarding how the applications will be submitted to us:

Application Method	Application Address	Information to be Provided While Submitting the Application
Applicant applying in person	Roche Müstahzarları Sanayi A.Ş. Uniq İstanbul, Ayazağa Cad. No.4 D/101 Maslak 34396 Sarıyer / İstanbul	"Information Request under the Law on Protection of Personal Data" should be written in the cover letter of the application.
Notification via certified mail with return receipt or notary public		"Information Request Under the Law on Protection of Personal Data" should be written on the notification envelope.
via Registered Electronic Mail (REM) rochemustahzarlari@hs02.kep.tr	<a href="#">with a secure electronic signature or mobile signature</a>	"Information Request under the Law on Protection of Personal Data" should be written in the subject section of the e-mail.
Via an e-mail to be sent from the e-mail address registered in our company system	<a href="mailto:istanbul.kisiselveri@roche.com">istanbul.kisiselveri@roche.com</a>	"Information Request Under the Law on Protection of Personal Data" should be written in the subject section of the e-mail.

The following information should be available in the applications to be made by the applicants:

- First name, last name, and signature if the application is being made in writing;
- T.R. ID number for the citizens of the Republic of Turkey, and nationality, passport number or identification number, if any, for foreigners;
- Residence or workplace address of notification;
- E-mail address, telephone, and fax number for the notification, if any;
- Subject of the request.

In the applications to be made by the applicants, the following points should be considered:

- Written applications should be signed with a wet signature or secure electronic signature or mobile signature.
- Additional information and documents may be requested to verify the identity of the Applicant.
- Information and documents related to the request should be attached to the application.
- In cases where the subject of the request is not clear, annotation may be requested.
- Applications should be made in Turkish.

## **Finalization of Applications**

Requests submitted to us are finalized free of charge within the shortest amount of time and within thirty days at the latest from the date of your request, depending on its nature, in accordance with the second paragraph of Article 13 of the Law. However, in case the transaction requires a separate cost, the fees determined by the Committee in the tariff (article 7 of the Communiqué) may be requested from the Applicant. If any, the application fee arising from the fault of our Company will be collected will be returned to the Applicant.

The requests submitted by the Applicant are evaluated and accepted by our Company or rejected by explaining the rationale. The responses of the applications will be notified to the Applicant in writing or electronically, in accordance with the provision of Article 13 of the Law. In case the request in the application is accepted, our Company will do what is necessary as soon as possible and the applicant will be informed.

Applications made outside the channels specified above, and applications where the information and documents required to verify the identity of the Applicant or to understand the subject of the request are insufficient will not be processed until these deficiencies are eliminated for the purpose of ensuring data security and preventing illegal data sharing.

## **Clarification Text Regarding the Processing of Personal Data Under the Applicants' Right to Application**

### **ID of the Data Controller**

Roche Müstahzarları Sanayi Anonim Şirketi, headquartered in Turkey at the address Uniç Istanbul, Ayazağa Cad. No:4, D/101 Maslak 34396, Sarıyer – Istanbul and which has the MERSIS number 0735001546600018, is the data controller.

### **Purpose of Data Processing**

Your personal data such as your identification data, contact information and the subject of the request you have shared with our Company during the application will be processed for the purposes of meeting your request, fulfilling our legal obligations, and exercising our right to defense, as per Article 13 of the Law.

### **Method and Legal Rationale for Collecting Personal Data**

Within the scope of the application, your personal data is obtained directly from you by non-automatic methods in writing or by automatic methods such as e-mail, registered e-mail, and digital channels.

Your personal data collected within the scope of your application are obtained and processed under Articles 5.2. and 6.3. of Law in cases where (i) it is clearly prescribed by law (as per Articles 11 and 13 of the Law), (ii) data processing is mandatory for granting, exercising, or protecting a right, (iii) it is mandatory for the data controller to fulfill their legal obligation and (iv) it is mandatory for the data controller to process data for their legitimate interests (right of defense).

### **Transfer of Your Personal Data**

Your personal data can be transferred to third parties to whom your personal data is transferred, our service providers, consultants, authorized public institutions and organizations, and judicial and administrative authorities for the purposes of finalizing your request, fulfilling our legal obligations and exercising our right to defense under Article 13 of the Law. Since some of our systems, third parties to whom your personal data is transferred, our service providers, consultants, and some of the systems they use are abroad, your personal data can also be transferred abroad for the same purposes.

### **Your Legal Rights**

Your rights regulated in Article 11 of the Law are listed under the title of "Right to Application" in the introduction of the Application Form.

**A. Contact information of the Applicant:**

First and Last Name:

T.R. Identification Number:

Telephone Number:

Fax Number:

E-mail:

Residence or Workplace Address of Notification:

**For Foreign Nationals:**

Nationality:

Passport No/ID No:

**B. Please specify your relation to our company.** *(Such as patient, healthcare professional, business partner, supplier, candidate employee, ex-employee, third-party company employee)*

Patient

Business Partner / Supplier

Healthcare Professional

Other: \_\_\_\_\_

Unit that you are in contact with within our company: \_\_\_\_\_

Subject of the Request:

\_\_\_\_\_

Employee / Ex-Employee

Candidate Employee

*Years of Employment:*

*Date of Application:*

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

Third-Party Company Employee

*Please specify the company you work at and the position you hold.*

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**C. Please specify your request under the Law in detail:**

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

- I want it to be sent to my address.
- I want it to be sent to my e-mail address.  
*(If you choose the e-mail option, we will be able to reply to you more quickly.)*
- I want it to be sent to my Registered E-Mail Address.
- I want to receive it by hand. *(In case of receipt by proxy, a notarized power of attorney or a certificate of authorization is required.)*

**E. Legal Disclaimer**

Please make sure that the information you share in the Application Form is correct, up-to-date, and complete.

In case the personal data of third parties are included in the Application Form, please make sure that you obtain the explicit consent of the person concerned to share their data with our Company or that the required terms for processing are available, and that you have fulfilled the clarification obligation.

Within the scope of the Application Form, in case the information regarding the requests submitted is not correct, up-to-date or complete, or an unauthorized application is made or personal data is shared with our Company illegally, our company does not accept any responsibility for the requests arising from the application in question.

**Applicant (Personal Data Subject)**

**First and Last Name** :

**Date of Application** :

**Signature** :