

Kale Jet Engines

RELATED PERSON APPLICATION POLICY

1. PURPOSE and SCOPE

The Data Subject Application Policy (“Policy”) has been created by KALE JET MOTORLARI SANAYİ A.Ş. (hereinafter referred to as the “Company”) in its capacity as a data controller under the Personal Data Protection Law No. 6698 and the “[Communiqué on the Procedures and Principles of Application to the Data Controller.](#)” The purpose of this Policy is to set forth the responsible units and their duties regarding data subject applications, as well as the procedures to be followed for handling such applications.

2. DEFINITIONS

ABBREVIATION	DEFINITION
“Data Subject” or “Relevant Person”	Refers to natural persons whose personal data is processed by or on behalf of the Company.
“Contact Person”	The natural person notified to the Data Controllers Registry by the Company for communication with the Personal Data Protection Authority regarding obligations under the Personal Data Protection Law No. 6698 and related secondary regulations.
“Personal Data”	Any information relating to an identified or identifiable natural person.
“Processing of Personal Data”	Any operation performed on personal data, whether fully or partially by automated means or manually, provided it is part of a data recording system. Such operations include collection, recording, storage, retention, modification, reorganization, disclosure, transfer, acquisition, making available, classification, or prevention of use.
“Personal Data Processing Inventory”	The inventory prepared by data controllers, linking personal data processing activities with business processes and detailing purposes of processing, data categories, recipient groups, groups of data subjects, maximum retention periods, cross-border transfers, and security measures taken to protect personal data.
“Board”	Refers to the Personal Data Protection Board.
“Authority”	Refers to the Personal Data Protection Authority
“Law” or “PDPL”	Refers to the Personal Data Protection Law No. 6698
“Policy”	Refers to this Data Subject Application Policy
“Responsible Unit”	The unit established to ensure compliance with the PDPL and related legislation, administrative decisions, judicial rulings, and internal policies adopted by the Company. This unit is responsible for implementing these objectives within the Company.

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ABBREVIATION	DEFINITION
“Company”	KALE JET MOTORLARI SANAYİ A.Ş.
“Data Controller”	Refers to the natural or legal person who determines the purposes and means of processing personal data and is responsible for establishing and managing the data recording system.
“Communiqué”	Refers to the “Communiqué on the Procedures and Principles of Application to the Data Controller.”

3. RESPONSIBLE UNITS AND DUTY ALLOCATIONS

The Company's responsible units and their respective duties in the data subject application processes are detailed as follows:

TITLE	DEPARTMENT	DUTY DESCRIPTION
Chairperson of the PDPL Committee and Department Representatives	PDPL Committee	Responsible for the preparation, development, implementation, publication in relevant platforms, and updating of the Policy.
Contact Person	PDPL Committee	Responsible for communicating with the data subject after the application, directing the application to the relevant units, and delivering the prepared response.
PDPL Management Representative and Deputy PDPL Management Representative	PDPL Committee	Responsible for accepting the application, verifying its validity, and confirming the applicant's identity.
Compliance Department	Kale Group Vice Presidency/IT	Responsible for examining the application content, conducting the necessary investigations for evaluation, and collecting findings.
Legal Representative of the PDPL Committee	PDPL Committee	Responsible for the legal review of the application content.

4. VALIDITY CONDITIONS FOR DATA SUBJECT APPLICATIONS

4.1. Individuals Entitled to Apply

Data subjects have the right to apply to the Company regarding their requests specified in Article 11 of the Law, provided that their applications are submitted in Turkish.

4.2. Application Procedure

Data subjects (data owners) are required to submit their applications in Turkish using one of the methods listed below. The Company is not obliged to evaluate applications submitted through other methods (e.g., verbally).

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- In writing: To the address Teknopark İstanbul, Sanayi Mahallesi Teknopark Bulvarı 10/C Block External Door No: 1/10C Internal Door No: [139-158], Pendik / İstanbul.
- Via registered electronic mail (KEP): To the address kalearge@hs01.kep.tr.
- Via email: To the address kvkk@kalejetengines.com.

5. INFORMATION REQUIRED IN THE APPLICATION

The data subject must include the following information in their application:

- Full name, and signature if the application is made in writing,
- Turkish Republic identification number for Turkish citizens, or nationality, passport number, or, if applicable, identification number for foreign nationals,
- Residential or workplace address for notification purposes,
- If available, an email address, telephone number, and fax number for notification purposes,
- Details of the request and any other related information and documents attached to the application.

6. RECEIVING APPLICATIONS

Applications that meet the validity criteria outlined above are handled by the designated contact person appointed by the Company. If an application is mistakenly submitted to an employee other than the designated contact person or to a third party, it must be promptly forwarded to the designated contact person without delay.

If the Company has assigned a specific individual or department responsible for personal data protection, the application will be directly forwarded to that assigned individual or department. All subsequent actions required within the process will be carried out by the responsible individual or department.

If the application lacks sufficient clarity, the Company may request additional information from the applicant on the following points:

Your Relationship with the Company : Visitor Business Partner Employee
 Other _____

Employee Candidate Customer/Customer Employee Supplier/Supplier Employee

Has your relationship with the Company ended? :

The contact person will determine the relevant department to handle the application by consulting the Company's Personal Data Processing Inventory based on the applicant's relationship with the Company.

Example: If the applicant is a job candidate, the Personal Data Processing Inventory will identify the human resources department as responsible for processing job candidate data, and the application will be forwarded to the human resources department accordingly.

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7. APPLICATION REVIEW PERIOD

Applications submitted by data subjects are evaluated and finalized as soon as possible, but no later than 30 (thirty) days, depending on the nature of the request. This period is calculated as follows:

- For written applications, from the date the document is delivered to the data controller (Company).
- For applications submitted through other methods, from the date the application is received by the data controller (Company).

8. RESOLUTION OF APPLICATIONS

The Company evaluates applications from data subjects effectively, lawfully, and in accordance with the principles of fairness. The Company may either accept the application or reject it by providing a justification.

The Company notifies the data subject of its response either in writing or electronically. The response must include the following details:

- Information about the data controller or its representative.
- Information about the applicant: full name; Turkish Republic citizens must provide their Turkish ID number, while foreigners must provide their nationality, passport number, or, if available, identification number. Additionally, the applicant's residential or workplace address, and, if applicable, email address, telephone, and fax number must be included.
- The subject of the request.
- The Company's explanations regarding the application.

If the data subject's request is accepted, the Company fulfills the request as soon as possible and informs the data subject.

9. FEES

As a rule, the Company processes applications from data subjects free of charge. However: If the response to the application is provided in writing, no fee is charged for up to 10 pages. For each additional page beyond 10 (ten), a processing fee of 1 (one) Turkish Lira per page may be charged. If the response is provided on a recording medium such as a CD or flash drive, the fee charged by the Company cannot exceed the cost of the recording medium.

If the application results from a mistake on the part of the Company, any fees collected will be refunded to the data subject.

10. ENFORCEMENT AND AMENDMENTS

This Policy is published on the Company's website and takes effect as of its publication date. The Company reserves the right to make changes to this Policy at any time. Any amendments become effective as of the publication date of the revised Policy.