

PERSONAL DATA SUBJECT APPLICATION FORM

A. Contact Information of the Applicant:

Name and Surname	
Turkish ID Number:	
Contact Phone Number:	++ (_ _ _) (_ _ _) _ _ _ _ _ _
E-mail Adress:	
Postal Adress:	

B. Your Attachment with our Company:

<input type="checkbox"/> Client	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:.....
The Department You Communicate With:.....	
Subject:.....	

<input type="checkbox"/> Former Employee Employment Period:	<input type="checkbox"/> Job Application / I communicated my resume Date: <input type="checkbox"/> Third Party Company Employee Company: Position:.....
<input type="checkbox"/> Other:.....	

C. Your Request:

<p>Please state your request under the Law on the Protection of Personal Data No. 6698 in detail in the adjacent space.</p>	
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I hereby declare and undertake that the information contained in this Personal Data Subject Application Form is true and up-to-date:

Name and Surname	
Date:	
Signature:	

IMPORTANT REMARKS ON THE PERSONAL DATA SUBJECT APPLICATION FORM AND RIGHT OF PETITION:

Right of Petition of Personal Data Subject

Article 11 of the Law on the Protection of Personal Data No. 6698 ("Law on KVK") regulates that the personal data subjects may request the followings:

- a. Learning whether the personal data have been processed or not
- b. Claiming personal information if personal data is processed
- c. Learning the purpose of his/her data processing and whether this data is used for intended purposes
- d. Learning the third parties to whom his/her personal data is transferred at home or abroad
- e. Demanding the rectification of incomplete or inaccurate data, if any
- f. Requesting the erasure, destruction or anonymization of personal data if the reasons for processing have been disappeared despite the fact that the data were processed in accordance with the Law on Personal Data Protection and other relevant provisions of law
- g. Claiming that the correction, erasure or destruction of personal data be notified to third parties to which the personal data is transferred
- h. Objecting to any application response against himself/herself, resulting from the analysis of processed data exclusively by the automatic systems
- i. Claiming compensation in case of suffering loss due to illegal processing of his/her personal data

Exceptions to Right of Petition

Personal data subjects, pursuant to Article 28 of the Law on KVK, may not claim the foregoing rights:

- a. Processing the personal data for the purposes of investigation, planning, and statistics by anonymizing with official statistics
- b. Processing personal data within the context of artistic, historical, literary or scientific purposes or freedom of speech provided that the personal data does not breach the natural defense, national security, public security, public order, economic security and confidentiality of private life or personal rights, and does not constitute a crime
- c. Processing the personal data within the scope of preventive, protective and intelligence operations executed by state institutions and organizations so authorized by the law to ensure national defense, national security, public safety, public order, and economic security
- d. Processing the personal data by judicial or enforcement authorities in relation to the investigation, proceedings, litigation or execution procedures

Personal data subjects, pursuant to Article 28/2 of the Law on KVK, may not claim their other rights, except the right to claim damage, in the following cases:

- a. Processing personal data required for prevention of committing an illegal act or criminal investigation
- b. Processing of personal data publicized by the personal data subject
- c. Processing personal data being required for disciplinary investigation, prosecution and conducting supervisory or regulatory duties by the authorized state institutions and organizations, and professional public organizations by the power granted by the law
- d. Processing personal data required for protecting the economic and financial interest of the State with regard to the budgetary, tax-related and financial issues

Application Process and Finalization

Please fill out this Personal Data Subject Application Form in accordance with Article 13 of the Law and send the form to our Company by using one of the following methods:

- i. You can submit a signed copy of the form, in person, containing your explanations about your request to the address of;

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along with the official documents (e.g., ID, driver's license, passport).

- ii. You can submit the form and official documents verifying your identity through Notary Public, or

- iii. You can send your form and documents verifying your identity electronically to;

.....com

e-mail address **with a secure electronic signature** or **mobile** signature,

- iv. You can transmit the form and documents verifying your identity to our Company via the e-mail address that you have previously notified to our Company, and have been registered

In our system.

Regarding your application, we hereby submit to you the followings:

- The information and claims contained in the Personal Data Subject Application Form should be true and up to date. In the event that the information is incorrect and out of date, our Company does not accept any liability.
- The rights to personal data may only be used for the data of the individual person. Requests for data about persons other than the applicant who filled out the form having attached official documents which verify the applicant's identity shall not be taken into consideration.
- In the event that you submit your complaints in writing to our Company, our company concludes the complaint as soon as possible within 30 days at the latest depending on the nature of the complaint.
- The Company is entitled to request additional information and requests in order to evaluate the Personal Data Subject Application Form.
- We are liable at sharing the data with official authorities if requested, even when data erasure requests are met.