**WITHIN THE SCOPE OF THE LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA**

**INFORMATION REQUEST FORM**

**GENERAL REMARKS**

Personal data owners defined as the relevant person in the Law on the Protection of Personal Data No. 6698 ("KVKK") (hereinafter referred to as the "Applicant") are granted the right to make certain requests regarding the processing of their personal data in Article 11 of the PDP Law.

In accordance with the first paragraph of Article 13 of the KVK Law; The applications to be made to our Company, which is the data controller, regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

In this context, the applications to be made to our Company in "written" form are made by printing out this form;

* With the Applicant's personal application
* Through a notary,
* It can be signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to the registered electronic mail address.

Below is information about the written application channels on how the written applications will be delivered to us.

|  |  |  |
| --- | --- | --- |
| **Application Method** | **Application Address** | **Application Gon. Information to be Specified** |
| Application in Person (The applicant must come in person and apply with a document confirming his/her identity) | ...... | "Information Request under the Law on the Protection of Personal Data" will be written on the envelope. |
| Notification by means of a notary public | ...... | "Information Request under the Law on the Protection of Personal Data" will be written on the notification envelope. |
| Notification by Registered Mail with Return | ...... | On the notification envelope, "Information Request within the scope of the Law on the Protection of Personal Data" will be written. |
| Signed with a "secure electronic signature" via Registered Electronic Mail (REM) | ...... | In the subject section of the e-mail, "Personal Data Protection Law Information Request" will be written. |

Yourapplications submitted to us will be answered within thirty days from the date of receipt of your request according to the nature of the request in accordance with Article 13, paragraph 2 of the KVKK. Our responses will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the relevant KVKK.

**A. Applicant contact information:**

|  |
| --- |
| Name: |
| Surname: |
| TC Identity Number: |
| Telephone number: |
| Email: |
| Address: |
| **B. Your relationship with our Company: (**(Customer, business partner, employee candidate, former employee, *third party company employee, shareholder, etc.)*   |  |  | | --- | --- | | ☐ Customer  ☐ Visitor | ☐ Partner  ☐ Other: | | The Unit you are in contact with within our company: ........................  Topic:................................................................. |  | |

|  |  |
| --- | --- |
| ☐ Former Employee I Worked For  Years:.....................  Other:..................... | ☐ I did job application / resume sharing Date: ...............  ☐ I am an employee of a third party company  Company / Position: ..................... |

**C. Applicant Request Detail:**

Please specify in detail your request within the scope of the Personal Data Protection Law:

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|  |  |  |
| --- | --- | --- |
| **Request No** | **Subject of Request** | **Your Choice** |
| **1** | I would like to know if your company processes personal data about me. | □ |
| **2** | If your Company processes personal data about me, I request information about these data processing activities. Law on the Protection of Personal Data Art. 11/1 (b) | □ |
| **3** | If your Company processes personal data about me, I would like to know the purpose for which it is processed and whether it is used in accordance with the purpose for which it was processed. Law on the Protection of Personal Data Art. 11/1 (c) | □ |
| **4** | If my personal data is transferred to third parties at home or abroad, I would like to know these third parties. Law on the Protection of Personal Data Art. 11/1 (ç) | □ |
| **5** | I believe that my personal data has been processed incompletely or incorrectly and I would like it to be corrected. Enter the personal data you want to be corrected in the "Your Choice" field and send the documents showing the correct and complementary information as an attachment. (Photocopy of identity card, residence, etc.) Law on the Protection of Personal Data Art. 11/1 (d) | □  Data to be corrected; |
| **6** | Although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I think that the reasons requiring the processing have disappeared and in this context, my personal data; a) I request its deletion. b) I request that it be anonymized. Law on the Protection of Personal Data Art. 11/1 (e) | Only one box can be checked;  a)□  b)□ |
| 7 | I would like my personal data (Request No 5), which I think is incomplete and incorrectly processed, to be corrected before the third parties to whom it is transferred. Write your personal data that you want to be corrected in the "Your Choice" field and send the documents showing the correct and complementary information as attachments. (Photocopy of identity card, residence, etc.) Law on the Protection of Personal Data Art. 11/1 (f) | □  Data to be corrected; |
| 8 | Although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I think that the reasons that require its processing have disappeared (Request No 6) and within this framework, I also have the right to have my personal data transferred before the third parties; a) I request its deletion. b) I request that it be anonymized. Law on the Protection of Personal Data Art. 11/1 (f) | Only one box can be checked;  a)□  b)□ |
| 9 | I believe that my personal data processed by your company is analyzed exclusively by means of automated systems and that as a result of this analysis, a result has arisen against me. I dispute this conclusion. Write the result of the analysis you think is against you in the "Your Choice" field and send the documents supporting your objection as attachments. Law on the Protection of Personal Data Art. 11/1 (g) | □  The data resulting from the analysis; |
| 10 | I have suffered losses due to unlawful processing of my personal data. I demand compensation for this damage. Write down the matter that is the subject of the violation of the law in the "Your Choice" field and send the supporting documents as attachments. (Court decision, Board decision, documents showing the amount of material damage, etc.) Law on the Protection of Personal Data Art. 11/1 (h) | □  Subject to Illegality; |

**D. Choose the method by which you will be notified of our response to your application:**

☐ a) I want it sent to my address.

☐ b) I would like it to be sent to my e-mail address.

☐ c) I would like to receive it by hand.

**In line with the requests I have made, I would like to request that my application to your Company be evaluated in accordance with Article 13 of the Law and that I be informed ...../...../......**

This application form has been prepared in order to determine your relationship with our Company, to determine your personal data, if any, processed by our Company completely and to respond to your relevant application correctly and within the legal time. In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization. In the event that the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or an unauthorized application is made, our Company does not accept responsibility for the requests arising from such incorrect information or unauthorized application.

**Applicant (Personal Data Owner)**

**Name Surname:**

**Application Date:**

**Signature:**