

KVKK APPLICATION FORM

GENERAL DESCRIPTIONS

The related individuals (hereinafter referred to as “Applicant”) defined in 6698 Law on Protection of Personal Data (“KVK Law”) are defined with the right to make certain requests under Article 11 of KVK Law regarding their personal data.

According to paragraph 1 of Article 13 of KVK Law, applications regarding the rights must be submitted to us in written and signed format or by other methods set forth by the Personal Data Protection Board (“Board”).

Accordingly, the “written” applications to our Company should include the printed version of this form and shall include

- Personal application of the Applicant,
- via notary,
- by being signed by the Applicant with “safe electronic signature” under 5070 Law on Electronic Signature

and send via registered electronic mail address of the Company.

Information about the written application channel regarding how to send the written application to us is provided below:

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Application Method	Application Address	Information Included in Application
Personal Application (the applicant should apply personally with an official ID)	Aydınlı-KOSB Analitik Cd. No: 48 Tuzla 34956 İstanbul / Turkey	<p>The applications must include:</p> <ul style="list-style-type: none">a) Name, surname and signature if the application is in written format,b) ID number for the Republic of Turkey citizens and passport number or if any, ID number for foreign individuals,c) Residence or work address for notices,d) Electronic email, phone and fax number of notices,e) The subject for the request. <p>The information and documents related to the subject are added to the application. The envelope shall have “Information Request According to Protection of Personal Data Law”.</p> <p>For written applications, the document notice date to the data supervisor or representative is the application date.</p> <p>For applications with other methods, the document notice date to the supervisor is the date when the document is delivered to the data supervisor.</p>
Notification via notary	Aydınlı-KOSB Analitik Cd. No: 48 Tuzla 34956 İstanbul / Turkey	<p>The applications must include:</p> <ul style="list-style-type: none">a) Name, surname and signature if the application is in written format,b) ID number for the Republic of Turkey citizens and passport number or if any, ID number for foreign individuals,c) Residence or work address for notices,

		<p>d) Electronic email, phone and fax number of notices, e) The subject for the request.</p> <p>The information and documents related to the subject are added to the application. The envelope shall have “Information Request According to Protection of Personal Data Law”.</p> <p>For written applications, the document notice date to the data supervisor or representative is the application date.</p> <p>For applications with other methods, the document notice date to the supervisor is the date when the document is delivered to the data supervisor.</p>
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A. Applicant Contact Information

Name Surname:	
ID No:	
Address:	
Phone:	
Email:	

B. Applicant's Relations with The Company (Customer, Business Partner, Employee Candidate, Former Employee, Third Party Company Employee, Shareholder/Partner etc.)

<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner/Solution Partner/Consultant
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other (Explain...)
The unit that you contact in our company:	
Subject:	
<input type="checkbox"/> Former Employee Work Years:	<input type="checkbox"/> Job Application/CV Sharing Date:

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<input type="checkbox"/> Third-Party Company Employee (Please Specify Your Company and Position)	<input type="checkbox"/> Other
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Please State Your Request Under Article 11 of KVKK:

Request No.	Request Subject	Your Selection (Please mark your request with X sign)
1.	I would like to learn whether your company processes my personal data. Law on Protection of Personal Data a11/1(c)	
2.	If your company is processing my personal data, I would like to learn more about this data processing activity. Law on Protection of Personal Data a11/1(b)	
3.	I would like to learn the purpose to process my personal data and whether my data is used according to its purpose. Law on Protection of Personal Data a11/1(c)	
4.	If my personal data is transferred to domestic or foreign third parties by your company, I would like to receive information about these third parties. Law on Protection of Personal Data a11/1(ç)	
5.	I believe my personal data is processed by your Company incorrectly or insufficiently and I would like this situation to be corrected. (Please state the data you would like to be corrected in the “my selection” area and send the documents with correct and complementary information regarding your personal data. ID copy, residence address etc.) Law on Protection of Personal Data a11/1(d)	
6.	Although my personal data is processed under KVKK and other related articles of the Law, I believe the reasons to process my data are no longer present and I would like my personal data to be deleted or destroyed. Law on Protection of Personal Data a11/1(e)	
7.	I would like my incorrect or incomplete personal data (Request No.5) to be corrected by the third parties that your Company transfer my data. (Please state the data you would like to be corrected in the “my selection” area and send the documents with correct and complementary information regarding your personal data. ID copy, residence address etc.) Law on Protection of Personal Data a11/1(f)	

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8.	<p>Although my personal data is processed under KVKK and other related articles of the Law (Request No. 6), I believe the reasons to process my data are no longer present and I would like my personal data transferred to third parties to be deleted or destroyed.</p> <p>Law on Protection of Personal Data a11/1(f)</p>	
9.	<p>I believe that my personal data processed by your Company are analyzed with automatic systems and such analysis will have consequences against me. I would like to object to this result against me. Please state the analysis results that might be against you in the “My Selection” area and send us the documents that support your claim.</p> <p>Law on Protection of Personal Data a11/1(g)</p>	
10.	<p>I experienced loss due to the unlawful processing of my personal data by your Company. I would like this loss to be compensated. Please state the analysis results that might be unlawful in the “My Selection” area and send us the documents that support your claim. (Court Rule, Board Decision, Documents showing the amount of financial loss etc.)</p> <p>Law on Protection of Personal Data a11/1(ğ)</p>	
Additional descriptions:		

Please Choose The Reply Method for Your Application.

I want the reply to be sent to my address.

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- I want the reply to be sent to my email address. (We can answer you faster if you choose the email option.)
- I want to receive it by hand. (In case of delivery by proxy, notary approved proxy statement or authorization document is required.)

This application form is amended to answer your related application accurately and within legal time limits by identifying your relationship with our Company or if any, completely identifying your personal data processed by our Company.

To eliminate any legal risks that might arise due to illegal and unfair data sharing and to ensure the security of your personal data, our Company reserves the right to request additional documents and information (ID or driving license etc.) to confirm your identity and authorization.

I accept, declare and undertake that the information in this application form is correct and accurate and I shall be liable for all legal and/or penal obligations arising otherwise.

Application (Personal Data Owner)

Name Surname:

Application Date:

Signature: