

**PROTECTION OF PERSONAL DATA  
RELEVANT PERSON INFORMATION REQUEST  
FORM**

**1. GENERAL REMARKS**

In Law No 6698 on the Protection of Personal Data ("Law"), holders of personal data (hereinafter it shall be referred to as "data holder(s)"), who are defined as the relevant persons, are granted specific rights regarding the processing of their personal data under the roof of Article No 11 of the Law.

According to Paragraph No 1 of Article No 13 of the Law; applications to be submitted to our Data Controller Institution regarding these rights must be submitted to us in writing or through other methods determined by the Personal Data Protection Authority ("**INSTITUTION**"). In this context, the applications to be submitted to our Institution in "written" form must be delivered to our Institution through a registered letter with a return receipt by using this form.

Electronic Applications must be submitted through your e-mail address that is registered in our system.

Below, information specific to the written applications is provided on how written applications are supposed to be submitted to us.

<b>Application Method</b>	<b>Application Shall Be Submitted To:</b>	<b>Information To Be Specified At The Time Of Application</b>	<b>Other Information To Be Included In The Application</b>
Registered Letter With Return Receipt	KUZGUNCUK MAH. İCADIYE CAD. NO: 66 İÇ KAPI NO: 1 ÜSKÜDAR / İSTANBUL	"Personal Data Protection Law Information Request" must be written on the envelope.	It is specified in the second part of this application form and, for each request, in the fourth part of this application form.

The above-mentioned channel is the "written" and electronic application channel according to Paragraph No 1 of Article No 13 of the Law. "Once the other methods to be determined by the "**INSTITUTION**" are announced, the manner of receipt of applications through these methods shall also be announced by our Institution.

According to Paragraph No 2 of Article No 13 of the Law, and depending on the nature of the request, your applications submitted to us shall be replied "as soon as possible and within thirty days at the latest" from the date of receipt of your request. Our replies shall be delivered to you in writing or in the electronic environment according to your choice in this application form, in accordance with the provisions stipulated in Article No 13 of the relevant Law.

Depending on the nature of this form and your request, the information and documents requested from you must be provided to us fully and accurately. In case the requested information and documents are not provided as required, there may be problems in the full and qualified execution of the investigations to be carried out by our Institution based on your request. In case the information and documents requested by our Institution in this application form are missing, you shall be contacted and requested to provide such information and documents to our Institution as soon as possible. Until such information and documents are duly provided to our Institution, the application evaluation period of 30 days shall be suspended. In this case, the legal rights of our Institution are reserved. For this reason, the relevant form must be sent completely and in such a way that it shall contain the requested information and documents according to the nature of your request.

**2. INFORMATION ON IDENTIFICATION OF THE APPLICANT AND ESTABLISHMENT OF CONTACT WITH HIM/HER REGARDING HIS/HER APPLICATION**

In order for us to be able to identify the "applicant" in connection with your application and to make the necessary investigations under the roof of our Institution according to the nature of your request, the following information needs to be provided.

However, the following contact information is requested from you in order to obtain more detailed information about your application, to inform you about our investigation processes, and to ensure that the results of your application are securely communicated to the data holder.

<b>Name and Surname</b>	
<b>Turkish ID Number</b>	
<b>Your Relationship with Our Institution</b>	<input type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Other.....
<b>Address</b>	
<b>Mobile Phone</b>	
<b>E-mail Address</b>	
<b>Is Your Relationship with Our Institution Over?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**3. APPLICANT'S REQUESTS (Article No 11 (1) of the Law on the Protection of Personal Data) and OTHER INFORMATION AND DOCUMENTS REQUIRED ACCORDING TO THE SUBJECT OF YOUR REQUEST**

Below are the rights you may request from our Institution, which is the data controller, in accordance with Article No 11 of the Law. Necessary assessments shall be carried out

within our Institution according to the rights you have chosen and replies shall be delivered to you as per Paragraph No 3 of Article No 13 of the Law.

In order to be able to exercise your above-mentioned rights according to Paragraph No 1 of Article No 11 of the Law and in order for our Institution to carry out an assessment under Article No 13 of the Law within this framework, you are required to provide us with the following information and documents according to the subject of your request. Regardless of the subject matter, every application request you are going to submit must be accompanied by identity-verifying documents (Photocopy Of Identity Card, Certificate Of Residence Etc.).

<b>Request No</b>	<b>Subject of Request</b>	<b>Your Choice (Please Tick the Relevant Section)</b>	<b>Additional Information</b>	<b>Additional Document</b>
1	I would like to know whether your institution processes my personal data or not	<input type="checkbox"/>	No	Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
2	If your Institution is processing my personal data, I would like to be informed about these data processing operations	<input type="checkbox"/>	No	Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
3	If your Institution is processing my personal data, I would like to be informed about the purpose of processing and whether they (my personal data) are used in line with the purpose of processing	<input type="checkbox"/>	No	Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
4	If my personal data are transferred to third parties within or outside the country, I would like to be informed about these third parties	<input type="checkbox"/>	No	Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
5	I think that my personal data is incomplete or incorrectly processed and I request their	<input type="checkbox"/>	Your personal data that you think is incomplete or	Documents indicating the correct and complementary

	correction		incorrect and that you want to be corrected (please specify):	information of your personal data that you think is incomplete and incorrectly processed (Photocopy of Identity Card, Certificate of Residence, etc.)
6	Although my personal data are processed in accordance with the provisions of the Law and other relevant laws, I believe that the reasons for the processing of my personal data are no longer valid. And, within this framework, I would like the following to be done regarding my personal data; <b>(please choose only one of the following)</b>		Please specify the reason and why you think it disappeared:	Documents confirming your choice and Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
	<ul style="list-style-type: none"> <li>• I Want It To Be Deleted</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• I Want It To Be Anonymized</li> </ul>	<input type="checkbox"/>		
7	I want my personal data (Request No 5), which I believe is incomplete and incorrectly processed, to be corrected before the third parties to whom my personal data is transferred	<input type="checkbox"/>	Your personal data that you think is incomplete or incorrect (please specify):	Documents indicating the correct and complementary information of your personal data that you think is incomplete and incorrectly processed (Photocopy of Identity Card, Certificate of Residence, etc.)

8	<p>Although my personal data are processed in accordance with the provisions of the Law and other relevant laws, I believe that the reasons for the processing of my personal data are no longer valid. (Request No 6) And, within this framework, I would like the following to be done regarding my personal data before the third parties to whom my personal data are transferred;  <b>(please choose only one of the following)</b></p>			Documents confirming your choice and Identity-Verifying Documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
	<ul style="list-style-type: none"> <li>• I Want It To Be Deleted</li> </ul>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>• I Want It To Be Anonymized</li> </ul>	<input type="checkbox"/>		
9	<p>I believe that my personal data processed by your institution is analysed exclusively through automated systems and that, as a result of this analysis, negative consequences arise against me. I object to this conclusion.</p>	<input type="checkbox"/>	<p>Please indicate the request or transaction in respect of which you think this is the case.</p>	Documents confirming the requests you have made regarding the matter subject to processing by means of the exclusive automated systems you have marked in the next column and identity-verifying documents (Photocopy Of Identity Card, Certificate Of Residence Etc.)
10	<p>I have suffered damages due to the unlawful processing of my personal data. I</p>	<input type="checkbox"/>	<p>Please specify the matter that is contrary to the Law.</p>	Identity-Verifying Documents (Photocopy Of

	demand compensation for this damage.			Identity Card, Certificate Of Residence Etc.)
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**4. DECLARATION OF THE APPLICANT (Article No 13 (1)- (3) of the Law on the Protection of Personal Data)**

In line with the above-mentioned requests of mine, I kindly request my application submitted to your Institution to be assessed in accordance with Article No 13 of the Law and I also would like to be informed about the results of the assessment.

I hereby declare and undertake that the documents and information I have provided to you hereunder are correct and up-to-date and that they belong to me.

Under Article No 13 of Law No 6698 on the Protection of Personal Data, I hereby authorise your Institution to process the information and documents I have provided under the umbrella of this application so that my application can be assessed and responded to, my application can be delivered to me, and my identity and address can be verified.

I would like the reply to be delivered to my residential address, which I have provided in Section No 2 of the Application Form

I would like the reply to be delivered to my E-Mail Address, which I have provided in Section No 2 of the Application Form

**Relevant Person Applicant (Personal Data Holder)**

**Name and Surname:**

**Application Date:**

**Signature:**