

B/A LAW FIRM

DATA APPLICATION/REQUEST FORM REGARDING THE PROTECTION OF PERSONAL DATA

NOTIFYING

In accordance with Art. 13 of the Personal Data Protection Law No. 6698;

Data owners apply their requests regarding the implementation of this Law to the data controller in written form or through other methods determined by the board. The data controller concludes the requests as soon as possible and within thirty days at the latest, free of charge. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board may be charged. The data controller accepts or rejects the request, by explaining its reason and notifies the data owner in written form or electronically. If the request in the application is accepted, it is fulfilled by the data controller. If the application is due to an error of the data controller, the fee collected is returned to the data owner.

Therefore, as a/an data owner/applicant, you can apply to our company, which is the data controller under the relevant Law, within one of the following options;

- **Proving identity with an ID card and applying directly to our address stated below;**

Data Controller Address: Cumhuriyet Bulvarı No:127/8 Alsancak/İZMİR

- **To make an application through a notary or with a return receipt requested mail to our contact address;**

Data Controller Address: Cumhuriyet Bulvarı No:127/8 Alsancak/İZMİR

The above-mentioned options are within the scope of the written application in accordance with the prg. 1 of the Art. 13 of the relevant Law. After the other methods to be determined by the Board are announced, how the applications will be received by these methods will be announced to the data owners via our company.

Your applications will be replied and delivered to you as soon as possible and within thirty days at the latest, in written form or electronic form, free of charge, in accordance with the prg. 2 of the Art. 13 of the Law. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board will be charged to you by our company.

The information and documents requested from you must be submitted to us completely and accurately. If the information and documents requested from you are not transmitted properly, the researches to be made by our company based on your request will not be done as it should be. In such circumstances, our company declares that it reserves its legal rights. Therefore, the relevant form must be sent completely and accurately with the requested information and documents.

IDENTIFICATION OF APPLICANTS AND INFORMATION ABOUT THEIR APPLICATION

Regarding your application, the following information must be provided so that we can identify the applicant and conduct the necessary researches within the company.

The reason that we get your contact information from you, is to get more detailed information, to inform you about the processes and to convey the results of the application to you.

Name - Surname	
ID Number	
Adresse	
E-Mail Address (If you ask, we will be up to respond much faster)	
Mobile Number	

In order to ensure the security of your personal data, we will contact you within 7 days upon your request for information received by our company, to confirm that you are the data owner.

If the requested information and documents are incomplete, it will need to be completed and forwarded to us upon our request. The thirty days period specified in Art. 13/2 of the Law regarding the conclusion of the request, will be deemed to have stopped and will not be processed, until the information and documents are fully completed,

Please indicate your relation with our firm.

Such as; customer, business partner, employee candidate, former employee, third party company employee etc.

Customer	Business Partner
Visitor	Other
The Unit/Person you contact within our institution	
Subject	

Former Employee	Years You Worked
I Shared Job Application/Resume	Date
I Am a Third Party Company Employee	

Please Specify Your Company and Position Information	
Other	

Please explain your request in detail within the scope of the Law.

Please select the method of response we will give you for your application

- I want it to be sent to my address
- I want it to be sent to my E-mail or KEP address. (If you choose the e-mail method, we will be up to respond to you much faster)
- I want to receive it by hand (P.s. If obtained by proxy, a notarized PoA or authorization license must be submitted.)

EXPLICATIONS ON REQUESTED SUBJECT

Request	Subject of Request	Your choice (You must fill)
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No		
1	I want to know if your company is processing personal data about me.	Yes No You must choose an option
2	If your company is processing my personal data, I demand information about the data processing activities. Art. 11/1 (b) of the Personal Data Protection Law	Yes No
3	If your company is processing my personal data, I would like to find out whether they are used for the purpose of processing and to learn whether it is used appropriately for the purpose of processing. Art. 11/1 (c) of the Personal Data Protection Law	Yes No You must choose an option
4	If my personal data is transferred to third parties in the country or abroad, I want to know these third parties. Art. 11/1 (ç) of the Personal Data Protection Law	Yes No You must choose an option
5	I think my personal data is incomplete or incorrectly processed, I want them to be corrected. Write the personal data you want to be corrected in - the your choice - and send additional documents for showing correct and subsidiary information. (Such as photocopy of ID, residence etc.) Art. 11/1 (d) of the Personal Data Protection Law	My data to be corrected are as follows;
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 for its processing have disappeared, and within this framework; A) I demand that it be deleted B) I demand that it be made anonymous Art. 11/1 (e) of the Personal Data Protection Law	A) B) Only one option can be selected

7	<p>I want my incompletely and incorrectly personal data to be corrected by third parties to whom it was transferred according to the request no.5 and write the personal data you want to be corrected in - the your choice - and send additional documents for showing correct and subsidiary information.</p> <p>Art. 11/1 (f) of the Personal Data Protection Law</p>	<p>My data to be corrected are as follows;</p>
8	<p>I think that the reasons of processing have disappeared and within this scope, also the reasons that require the processing of my personal data in terms of third parties to whom it is transferred have disappeared. although my personal data has been processed in accordance with provisions of the Law and other relevant laws(request no.6)</p> <p>A) I demand that it be deleted</p> <p>B) I demand that it be made anonymous</p> <p>Art. 11/1 (f) of the Personal Data Protection Law</p>	<p>A) B)</p> <p>Only one option can be selected</p>
9	<p>I think that my personal data processed by your company are analyzed exclusively through automated systems and an adverse result has arisen against me. I object to this conclusion.</p> <p>Write the analysis result that you think is unfavorable to you in - the your choice - area and send additional subsidiary documents.</p>	<p>Data resulting from the analysis</p>
10	<p>I was damaged due to the illicit processing of my personal data. I demand compensation for this damage.</p> <p>Write the illicit issue subject in your choice area and send the supporting documents as attachments. (Such as court decision, Board decision, documents showing the amount of pecuniary damage etc.)</p>	<p>Issue subject to Law/Breach</p>

<p>As follows, I demand my application to be evaluated and to let me be informed, in accordance with Art. 13 of the Law</p>	
<p>Name-Surname</p>	
<p>Application Date</p>	<p>Signature</p>