

DATA OWNER APPLICATION FORM

Personal data owners ("Applicant") defined as the person concerned in the Personal Data Protection Law No. 6698 ("KVK Law") have been granted the right to make various requests regarding the processing of personal data with Article 11 of the KVK Law. In accordance with the KVK Law, the applications to be made to our Company, which is the data controller, regarding the said rights, must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

In accordance with Article 13 of the KVK Law, your written applications, which you will submit to us through the following channels, will be concluded free of charge within 30 days at the latest from the date your request is received by our Company. However, if the transaction requires an additional cost, the fee in the tariff determined by the Board may be charged.

CONTACT INFORMATION OF THE APPLICANT

Your personal data, which should be submitted by you within the scope of this form, are collected in order to evaluate your application, conclude it and contact you, and are not subject to data processing for other purposes.

Name and Surname	
Tc. Identification Number	
Mobile Phone	
Residence Address	
Business Address	
E-mail Address	

PLEASE DESCRIBE THE RELATIONSHIP BETWEEN OUR COMPANY AND YOU.

Working	
Employee Candidate	
Customer	
Visitor	
Business Partner	
Other (Please specify)	

Does your relationship with our company continue?	
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REQUEST OF THE APPLICANT:

The rights of the data owner are listed below, please tick the appropriate box(s) for your request.

Learning whether personal data is processed or not	
Requesting information if personal data has been processed	
Learning the purpose of processing personal data and whether they are used appropriately for their purpose	
To know the third parties in the country or abroad to whom personal data are transferred	

<p>To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data are transferred</p> <p>On request, the following information and documents should be submitted to our Company:</p> <ul style="list-style-type: none"> • <i>The content of your personal data that you think is incomplete or incorrect and you want corrected.</i> • <i>Documents showing correct and complementary information of your personal data</i> 	
<p>Although it has been processed in accordance with the provisions of the KVK Law and other relevant laws, in the event that the reasons requiring its processing are eliminated, the "deletion" of the personal data and the notification of the transaction made within this scope to the third parties to whom the personal data has been transferred</p> <p>Upon request, the following information and documents should be submitted to our Company:</p> <ul style="list-style-type: none"> • <i>The content of your personal data that you think is incomplete or incorrect that you want corrected</i> • <i>Documents showing accurate and complementary information of your personal data</i> 	
<p>Although it has been processed in accordance with the provisions of the KVK Law and other relevant laws, in the event that the reasons requiring its processing disappear, to request the "destruction" of personal data and to notify the third parties to whom the personal data has been transferred</p> <p>On request, the following information and documents should be submitted to our Company:</p> <ul style="list-style-type: none"> • <i>The content of your personal data that you think is incomplete or inaccurate that you want corrected</i> • <i>Documents showing accurate and complementary information of your personal data</i> 	
<p>Object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems</p>	
<p>In case of damage due to unlawful processing of personal data, requesting the compensation of the damage</p>	

EXPLANATION ON REQUEST

(Please indicate your request under the KVK Law in detail.)

APPLICATION CHANNELS:

Written applications to our company can be made to the following application addresses by filling out this form completely and sending it to us by any of the following methods.

Application Method	Application Address	Method	Description
Physical Application	Hasanağa OSB Mah. 1. Cd. No: 14 Pk. 16159 Nilüfer / BURSA	By coming to the address	You must come with a document that determines your identity.
	Hasanağa OSB Mah. 1. Cd. No: 14 Pk. 16159 Nilüfer / BURSA	Through the notary public	By sending a notification through a notary public.
	Hasanağa OSB Mah. 1. Cd. No: 14 Pk. 16159 Nilüfer / BURSA	Registered Registered Letter	Documents determining your identity should be attached and the notification envelope should include the phrase "Request for Information under the Law on Protection of Personal Data".
Online Application		E-mail with secure electronic signature or mobile signature	It should be signed by the Applicant with Secure Electronic Signature or Mobile Signature and the phrase "Personal Data Protection Law Information Request" should be included in the subject part of the e-mail.
	madosan@hs01.kep.tr	Registered Electronic Mail (KEP) path	In the subject part of the REP application, the phrase "Request for Information under the Law on Protection of Personal Data" should be included.

PLEASE CHOOSE THE METHOD OF REPORTING YOUR RESPONSE TO YOUR APPLICATION.

I want it to be sent to my address.	
I want it to be sent to my e-mail address.	
I want to receive it by hand.	

This application form has been prepared in order to determine your relationship with our Company, to determine your personal data processed by our Company, if any, and to respond to your application in a correct and legal time. Our Company reserves the right to request additional documents and information (identity card or driver's license copy etc.) In the event that the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or unauthorized application is made, our Company does not accept any responsibility for the false information or requests originating from unauthorized applications. Our company may also ask the Applicant a question about the application in order to ensure that the application of the applicant is concluded in accordance with the request.

Applicant Name-Surname	
Application Date	
Signature	

If you are applying on behalf of someone else, you must submit the documents issued / approved by the competent authority (document showing that you are a parent / guardian, power of attorney with special authority, etc.) together with the application form. Likewise, in order for our company's response to the application to be received by hand on behalf of someone else, the said documents must be submitted.