**WITHIN THE SCOPE OF THE PERSONAL DATA PROTECTION LAW**

**APPLICATION FORM**

Personal data owners (hereinafter referred to as the "Applicant") defined as the data subject in the Law on the Protection of Personal Data No. 6698 (“KVKK”) have been granted the right to make certain requests regarding the processing of their personal data in Article 11 of the KVKK.

Pursuant to paragraph 1 of Article 13 of the KVKK; Applications regarding these rights to our Company, which is the data controller, must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“Board”).

In this context, applications to be made to our Company in “written” form, by printing out this form;

• With the personal application of the Applicant,

• Through a notary public,

• By being signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to the registered e-mail address of the Company,

It can be forwarded to us.

Below, information regarding how written applications will be delivered to us, specific to the written application channels, is given.

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| **Application Method** | **Address To Apply** | **Information to be Specified in the Application Submission** |
| **With the Application of the REM (Registered e-mail)** | innovile@hs03.kep.tr | In the subject part of the e-mail request, “Personal Data Protection Law Information Request” will be written. |
| **Personal Application**  (The applicant must come in Person and apply with a document proving his/her identity) | Dokuz Eylül Üniversitesi, Tınaztepe Campus, Depark, Beta Building, Z08, 35390, Buca İZMİR | "Information Request Under the Law on Protection of Personal Data" will be written on the envelope. |
| **Notification Through a Notary Public** | Dokuz Eylül Üniversitesi, Tınaztepe Campus, Depark, Beta Building, Z08, 35390, Buca İZMİR | The notification envelope “Personal Data Protection Law Within the scope of the Information Request" will be written. |

In addition, after the other methods to be determined by the Board are announced, our Company will announce how applications will be received through these methods.

It is mandatory to include the name and surname and if the application is in writing, signature, Identity Number for citizens of the Republic of Turkey, nationality, passport number or identification number, if any, place of residence or workplace address for notification, E-mail address, telephone and fax number for notification, if any, subject of requests in the application. Information and documents related to the subject are also attached to the application.

It is not possible to make a request by third parties on behalf of personal data owners. In order for a person other than the personal data owner to make a request, there must be a special power of attorney issued by the personal data owner on behalf of the person to apply.

By applying to our Company in accordance with Article 11 of the KVKK;

1. To learn whether your personal data has been processed or not,
2. If your personal data has been processed, requesting information about it,
3. To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
4. To know the third parties to whom your Personal Data are transferred domestic or abroad,
5. To request correction of your personal data in case of incomplete or incorrect processing of your personal data,
6. To request deletion or destruction of your Personal Data in the event that the reasons requiring the processing of your Personal Data disappear in order to be evaluated within the principles of purpose, duration and legitimacy,
7. In case of correction, deletion or destruction of your personal data, to request that these transactions be notified to the third parties to whom the Personal Data are transferred,
8. In the event that your processed Personal Data is analyzed exclusively through automated systems, do not object to this result if an adverse result arises,
9. You have the right to request compensation for the damage if your personal data has been processed in violation of the law and you have suffered damage due to this reason.

In the application containing your explanations about the right that you have as a personal data owner and that you will make and request to use your rights mentioned above, it is necessary that the issue you are requesting is clear and understandable, the subject you are requesting is related to you personally or if you are acting on behalf of someone else, you must be specially authorized and your authority must be certified, the application must contain identity and address information, and documents confirming your identity must be attached to the application.

In this context, your applications will be finalized as soon as possible and within 30 days at the most. These applications are free of charge. However, if the transaction requires an additional cost, the fee in the tariff determined by the Personal Data Protection Board may be charged.

**CONTACT INFORMATION OF THE APPLICANT**

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| Name and surname: |
| Identification number: |
| Address: |
| Mobile phone: |
| E-Mail (if you specify we will be able to reply you faster): |

**THE APPLICANT'S RELATIONSHIP WITH OUR COMPANY**

Please indicate your relationship with our Company. (such as customer, business partner, employee candidate, ex-employee, third-party company employee, shareholder)

|  |  |
| --- | --- |
| ☐ Customer  ☐ Visitor | Business Partner  Other  ................................................. |
| The unit that you communicate with within our company: .......................................................................  Subject:...................................................................... | |

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| --- | --- |
| ☐ I am a Former Employee    The years I worked :  .........................................  ☐ Other :  ......................................... | ☐ Job Application / CV Sharing  Date:..........................  ☐ I am a Third Party Company Employee  Please, specify the company and position information you work for.  .................................................... |

**APPLICANT REQUEST DETAIL**

Please specify your request in detail below within the scope of your rights listed above in accordance with the Personal Data Protection Law:

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**METHOD OF NOTIFYING THE APPLICATION RESPONSE**

Please choose the method of notifying you of our response to your application:

☐ I want to it sent to my address.

☐ I want it to be sent to my E-mail address.

(If you choose the e-mail method, we will be able to respond to you faster.)

☐ I want to receive it by hand.

(In case of receipt by proxy, a notarized power of attorney or authorization document is required.)

This application form has been prepared in order to fully determine your personal data processed by our Company, to determine your relationship with our Company and to respond to your relevant application in a correct and legal time. 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 order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data.

**DECLARATION**

As a Data Controller, I request that my application to your Company be evaluated in accordance with Article 13 of the Law on the Protection of Personal Data, and that I be informed via the e-mail address I have mentioned above

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| --- |
| Date: |
| Name- Surname: |
| Signature: |