ADOKSAN A.Ş.
PERSONAL DATA PROTECTION APPLICATION FORM

1. GENERAL

This application form has been prepared by the data responsible **ADOKSAN A.Ş.** in order to effectively and comprehensively evaluate applications from you, the data owner according to personal data protection law (KVKK) paragraph 11 and 13.

2. WAY OF APPLICATION

Data owners according to paragrahs 11 and 13 of the personal data protection law can forward their requests our company (the data responsible) in written form by filling out this form or with the methods outlined below

Methods of forwarding the form are as below:

☐	Data owners can hand in **in person** a signed copy of this form to ADOKSAN A.Ş.*,* İstanbul Deri Organize Sanayi Bölgesi Fikse Cad. No:12 V5 Parsel, 34953 Tuzla/İstanbul
☐	Data owners can send the filled out form to our **registered mail adress (KEP) adoksan@hs03.kep.com.tr or send it to kvkk@adoksan.com with secure electronic/mobile signature**
☐	Data owners can send a signed copy to kvkk@adoksan.com **under the requirement that the data responsible has been informed of the data owners mail adress and has registered it in its system.**

3. INFORMATIONS ABOUT THE DATE OWNER

Regarding your application according to the paragraphs of the personal data protection law and in order to know you better, to do the necessary research, evaluation and analysis as ADOKSAN A.Ş. we kindly ask you to provide the following information.

Name and Surname*	
T.C. ID Number*	
Adress*	
Telephone Number*	
E-Mail Adress*	

Mandatory

The information you have provided us above will only be used to evaluate and conclude this form as well as to get in touch with you. It will not be used for any other purpose.

Please indicate which relation to ADOKSAN A.Ş. is most fit to you and indicate the duration below.

☐ Previous Employee   ☐ Visitor   ☐ Customer

☐ Current Employee   ☐ Business Partner   ☐ Trainee

☐Potential Employee   ☐ Supplier   ☐ Other (……………..)

4. REQUESTS OF THE DATA OWNER

As the data owner, please indicate the case/cases according to paragraphs 11 and 13 of the personal data protection law of which you want to be informed about

YOUR REQUEST	*INFORMATION/DOCUMENT NEEDED*	*YOUR CHOICE*
1. I want to know whether my personal data has been processed by ADOKSAN A.Ş.	If you request information regarding a specific information type please indicate here. …………………………………………………………………………….. …………………………………………………………………………. …………………………………………………………………………. ………………………………………………………………………….	☐
2. I want to know for what purpose ADOKSAN A.Ş. is processing my data.	If you request information regarding a specific information type please indicate here. …………………………………………………………………………….. …………………………………………………………………………. …………………………………………………………………………. ………………………………………………………………………….	☐
3. I want to know whether ADOKSAN A.Ş. is processing my data in accordance to purpose.	If you request information regarding a specific information type please indicate here. …………………………………………………………………………….. …………………………………………………………………………. …………………………………………………………………………. ………………………………………………………………………….	☐
4. In case my personal data is sent to third parties domestically or internationally I want to know which parties it was sent to.	If you request information regarding a specific information type please indicate here. …………………………………………………………………………….. …………………………………………………………………………. …………………………………………………………………………. ………………………………………………………………………….	☐
5. I think my personal data was processed deficiently or wrong and I want this amended.	Please indicate which data you think was processed deficiently or wrong and provide us with the right data. …………………………………………………………………………….. …………………………………………………………………………. …………………………………………………………………………. ………………………………………………………………………….	☐

6. I want the data I believe to be deficient/wrong to be corrected by recipient third parties as well.	Please indicate which data you think was processed deficiently or wrong and provide us with the right data. ………………………………………………………………………………….. ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………	☐
7. I want my personal data to be deleted due to the purpose necessitating the processing being obsolete.	Please indicate which data shall be deleted and what outcome you believe will be to your detriment. Please provide helpful information and documentation in attachment. ………………………………………………………………………………….. ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………	☐
8. I want my personal data to be deleted by recipient third parties as well due to the purpose necessitating the processing being obsolete	If this request is only pertaining to a part of your data please indicate which data this is. Please provide helpful information and documentation in the attachment. ………………………………………………………………………………….. ………………………………………………………………………………… ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………	☐
9. I believe my data processed by ADOKSAN A.Ş. is proceseed exclusively with automated systems and I believe this resuls in a detrimental outcome to myself. I object to this outcome.	Please indicate the reason for this request and the status of your information request. Please provide helpful information and documentation in the attachment. ………………………………………………………………………………… ………………………………………………………………………………… ………………………………………………………………………………… ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………	☐
10. I request compensation due to the unlawful processing of my personal data and my resulting loss.	Please indicate the reason for this request and the loss you believe you incurred. Please provide helpful proof documents and information. (Personal data protection council or court rulings) ………………………………………………………………………………… ………………………………………………………………………………… …………………………………………………………………………………	☐

11.Other	Please indicate your request outside the options above	☐
	……………………………………………………………………………………	

For requests by third parties on data owners behalf a notarized power of attorney, for requests on behalf of wards documentation showing the custody needs to be provided.

In order to ensure the safety of personal data ADOKSAN A.Ş. will contact you **seven (7) days** after receiving your request in order to ascertain that you are the data owner and will ask for some data in the process. After ascertaining you are the data owner all data obtained during this call will be destroyed.

In case the information or documentation requested is insufficient, the missing information or documentation needs to be provided upon ADOKSAN A.Ş. request. The information and documentation will be on hold for **thirty (30) days** according to paragraph 13/2 of the personal data protection law until all needed data is provided to conclude the request.

5. CONCLUSION OF DATA OWNERS REQUEST

Depending on its eligibility, according to the personal data protection law your request will be answered in **thirty (30) days at the latest** starting with the reception at our facility. Our responses and evaluations will be sent to you according to your choice below in written or electronic form in accordance to paragraph 13 of the personal data protection law. Please indicate below whether you want the result to be sent to you via mail, electronic mail or fax.

I want the results of my request sent to my E-Mail adress	☐
I want the results of my request sent via mail	☐
I want the results of my request sent to my registered electronic mail adress (KEP)	☐

Your requests will be concluded by ADOKSAN A.Ş. free of charge, should the reply of your request lead to costs they may be charged within the framework of the legislation.

6. DECLARATION OF DATA OWNER

I kindly to ask to evaluate and conclude my above request in the framework of the personal data protection law. I declare that all information and documentation provided to you for this request are correct, up to date and personal.

I declare that I have been informed that the company may ask for additonal information. I have also been informed that should cost arise from my request that these may be charged to me in accordance to fees specified by the personal data protection counsel.

Data Owner	
Name and Surname	
Request Date	
Signature	

This form has been created to identify data processed by our company and respond to your requests in the legal timeframe correctly and in full. Our company reserves the right to request information and documentataion for authentification purposes during the evaluation of the request. The requesting party declares that all information on this request are correct and up to date. Our company is not liable for request stemming from incorrect or unauthorised requests due to incorrect or outdated information. This form has been created for request emanating rights coming from paragraph 11 of the personal data protection law. No. 6698.These request are carried out based on paragraphs 11 and 13 of the personal data protection law.

No. 6698 and regarding the data responsible based on paragraph 5 of the commonique regarding application manners and principles