	INTERNAL AND EXTERNAL COMMUNICATION METHOD	Document no: FR 04.01
		Effective date: 31.10.2019
	APPLICATION	Update no: 0

31/ 10 / 2019

**SUBJECT: DATA OWNER INFORMATION REQUEST AND APPLICATION FORM
PURSUANT TO PERSONAL DATA PROTECTION LAW 6698**

Applicant's Identity and Contact Information:

Name - Surname:

Identity number:

Telephone number:

Address:

E mail address:

Relation with our company: Employee Employee candidate
 Ex-employee
 Customer Supplier


Our company unit with which you are communicating :

Is your relationship with our company still going on: Yes No

Choice of Right to be Used by Personal Data Owner:

(Please choose the relevant clause)

- a) Find out if personal data is processed,
- b) Requesting information if personal data has been processed,
- c) Learning the purpose of processing personal data and whether they are used in accordance with their purpose,
- d) Knowing the third parties to whom personal data is transferred at home country or abroad,
- e) Request correction of personal data if missing or incorrectly processed,

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- f)** Require personal data to be deleted or destroyed even though it has been processed in accordance with the law and other relevant legal provisions,
- g)** Request informing about personal data transactions carried out in accordance with the (e) and (f) clauses to the third parties to whom these data have been transferred,
- h)** Object to the occurrence of a result against the personal data owner by analyzing the processed data exclusively through automated systems,
- i)** Request amends in case of a damage because of unlawful personal data processing

Detailed Information About Applicant's Request:

(Please specify your request pursuant to personal data protection law 6698 in detail.)

Additional Documents Related to the Subject:

(Please specify any documents you would like to base your application on and submit the relevant documents with your application.)

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Notification Method:

(Please select the method that you would like to be notified by our response to your application.)

- I would like it is to be sent to my address.
- I would like it is to be sent to my electronic mail address.

Applicant (Personal Data Owner) *

Name and surname:

Application date:

Signature:

*If you are applying on behalf of someone else, please send the documents indicating that you are authorized to apply (such as a document showing the personal data owner is the parent / guardian, power of attorney) in the attachment of the application. In order for these documents to be accepted as valid, they are required to be issued or approved by the competent authorities.