# AVEZ ELEKTRONİK İLETİŞİM EĞİTİM DANIŞMANLIĞI TİCARET ANONİM ŞİRKETİ

**DATA OWNER APPLICATION FORM**

1. **General Information on Your Right to Apply**

Pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data (“**Law No. 6698**”), you can make the following requests by applying to Avez Elektronik İletişim Eğitim Danışmanlığı Ticaret Anonim Şirketi (“Company”) as a data owner:

* 1. To learn whether your personal data is processed
  2. If your personal data has been processed, requesting information,
  3. The purpose of processing your personal data and whether they are used in align with the purposes specified,
  4. Acquire information about the third parties to whom your personal data is transferred both within the country or cross borders,
  5. If your personal data is incomplete or incorrectly processed, correcting the data in question and ensure the third parties whom received personal data in question to be notified regarding the mentioned correction,
  6. Even though It has been processed in accordance with the provisions of the Law No. 6698 and other relevant laws, in an event where the justification for processing cease to exist; requesting you data to be deleted, destroyed or become anonymous and ensure the third parties whom received personal data in question to be notified regarding the mentioned modification,
  7. Objecting to the emergence of a result against you by analyzing your processed data exclusively through automated systems,
  8. Requesting the compensation of the damage in case you suffer damage due to the unlawful processing of your personal data.

Based on Article 13 of Law No. 6698, our company will finalize your application as soon as possible and within thirty (30) days at the latest, depending on the nature of the request.

# Application Method

In accordance with Article 13 of the Law No. 6698 and Article 5 of the Communique on the Procedures and Principles of Application to the Data Controller; you can send it to our Company in writing or by using a registered e-mail (KEP) address, secure electronic signature, mobile signature or your e-mail address that you have previously notified to our Company and registered in our system.

During the application by the Data Owner, the following explanations regarding the written application channels should be observed.

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| --- | --- | --- | --- |
| **APPLICATION METHOD** | **Written Application** | **Via Registered Electronic Mail (KEP)** | **Via the e-mail address found in our system** |
| **APPLICATION ADDRESS** | Smart Plaza B Blok Rüzgarlıbahçe Mah. Kavak Sok. No:31/1 Kat:3 34805  Kavacık-Beykoz İSTANBUL |  | [**kvkbilgitalebi@enocta.com**](mailto:kvkbilgitalebi@enocta.com) |
| **INFORMATION TO BE DISPLAYED IN THE APPLICATION** | “Information Request Under the Law on Protection of Personal Data” will be  written on the envelope/notification. | “Information Request Under the Law on Protection of Personal Data” will be  written on the subject of the e-mail. | “Information Request Under the Law on Protection of Personal Data” will be  written on the subject of the e-mail. |

# Your Identity and Contact Information

Please fill in the fields below so that we can contact you and verify your identity.



Other

Visitor

Business Partner

: Customer

Relation with our company

:

E-mail Address

:

Fax Number

:

Phone Number

:

Mobile Phone

Republic of Turkey Id No/ :

Passport Number or Identity Number for Citizens of Other Countries

Place of Residence Subject to Notification : Address / Work Place Address

:

Full Name

# Subject of the Request

Please write your request regarding your personal data clearly below. Information and documents related to the subject should be attached to the application.

|  |  |  |
| --- | --- | --- |
|  | **Subject** | **Preference** |
| **1** | Is my personal data processed by your company? |  |
| **2** | If my personal data is being processed by your company, I request information about the processing activity. |  |
| **3** | If my personal data is being processed by your company, I request information about the purpose of the personal data processing activity  and whether the activity is used in accordance with the processing purpose. |  |
| **4** | Is my personal data transferred to third parties at home or abroad? If my personal data is being transferred, I request information about third parties. |  |
| **5** | I think that my personal data is processed incompletely or incorrectly by  your Company and I request it to be corrected.  **Upon request, the following information and documents should be submitted to our Company:**   * **The content of your personal data that you think is incomplete or inaccurate and that you want to be corrected.** * **Documents showing correct and complementary information about your personal data.** |  |
| **6** | I think that the reasons for the processing of my personal data have ceased to exist, so I request that my personal data  be deleted **OR**  anonymized.  **Upon request, the explanatory information/document regarding why you think the reasons for the processing of your personal data are not available should be sent to our Company.** |  |
| **7** | If my personal data is processed incompletely or incorrectly by your Company, I request that the third parties to whom my personal data have been transferred be notified of this situation.  **Upon request, the following information and documents should be submitted to our Company:**   * **The content of your personal data that you think is incomplete or inaccurate and that you want to be corrected.** * **Documents showing correct and complementary information about your personal data.** |  |
| **8** | If the reasons for the processing of my personal data cease to exist, I request that this situation be notified to the third parties to whom my personal data has been transferred. |  |

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|  | **Upon request, the explanatory information/document regarding why you think the reasons for the processing of your personal data are not available should be sent to our Company.** |  |
| **9** | I object to the result against me as a result of the analysis of my personal  data processed by your company exclusively through automated systems.  **Upon request, the information/document explaining the outcome against you should be forwarded to our Company.** |  |
| **10** | I request compensation for the damage I have suffered due to the unlawful processing of my personal data.  **Upon request, the information/document explaining the damage you have suffered should be forwarded to our Company.** |  |

In line with the requests I have stated above, I request that my application to your company be evaluated in accordance with Article 13 of the Law No. 6698 and inform me.

I declare and undertake that I have been informed that the information and documents I have provided to you in this application are correct and up-to-date, that your company may request additional information in order to finalize my application, and that I may have to pay the fee determined by the Personal Data Protection Board if it requires additional costs.

I want the response to be sent to my mail address that I provided in part 3. 

I want the response to be sent to my e-mail address that I provided in part 3 

I want the response to be sent to my fax number that I provided in part 3. 

# Applicant Relevant Person (Data Owner) Full Name:

**Date of Application:**

**Signature :**