PERSONEL DATA SUBJECT APPLICATION FORM

The personal data owner (**"Applicant"),** defined as the relevant person in the Personal Data Protection Law No. 6698 **("KVKK"),** is given the opportunity to apply to the data controller regarding their rights regulated in Article 11 of the KVKK.

Pursuant to the first paragraph of Article 13 of the KVKK; They are required to notify our Company, which is the data controller, of their requests regarding the rights of the personal data owner with a written application or to send them to us by other methods determined by the Personal Data Protection Board (Board).

In this context, applications to be made to our Company can be made in writing and by printing out this form;

- With the personal application of the Applicant,
- By mail or notary,
- It can be signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to our Company's registered electronic mail address (KEP).

Below is information about the written application channels on how written applications will be delivered to us.

Application Method	**Application Address**	**Information that should be included on the post**
In-person application (The applicant must come in person and apply with a document proving his/her identity)	***Dias Bilişim ve Teknoloji Hizmetleri A.Ş.*** *Barbaros Mahallesi* *Begonya Sokak* *Nidakule Kuzey* *Ataşehir No:3E İç Kapı No:5 34746* *Ataşehir/İstanbul*	"Information Request within the Scope of the Personal Data Protection Law" will be written on the envelope.
Application by mail or through a notary public Notification	***Dias Bilişim ve Teknoloji Hizmetleri A.Ş.*** *Barbaros Mahallesi* *Begonya Sokak* *Nidakule Kuzey* *Ataşehir No:3E İç Kapı No:5 34746* *Ataşehir/İstanbul*	"Information Request within the Scope of the Personal Data Protection Law" will be written on the notification envelope.
"Secure electronics signature" Sending via Registered Electronic Mail (KEP)	**diasbilisim@hs03.kep.tr**	In the subject line of the e-mail, "Personal Data Protection Law Information Request" will be written.

In addition, if another method other than those mentioned above is determined by the Board, our Company will announce how the applications will be made through these methods.

Your applications submitted to us will be answered within 30 (thirty) days from the date your request reaches us, depending on the nature of the request, in accordance with paragraph 2 of Article 13 of the KVKK . Our response will be delivered to you in writing or electronically in accordance with the provision of Article 13 of the KVK Law.

PERSONAL DATA PROTECTION REQUEST APPLICATION FORM

Applicant Contact Information:

Name:	
Surname:	
T.R. Identity Number:	
Phone Number:	
E-mail: *(We will be able to respond to you faster if you specify.)*	
Address:	

I. Your Relationship with Our Company: *(Such as employee, business partner, employee candidate, former employee, third party company employee)*

□ Employee □ Employee Candidate	□ Former employee □Other: ……
With whom you are in contact within our company Unit:..... Subject:.....	
□ Former Employee *Years I Have Been Working:* ……. □ Other: …… ……..	□ Job Application / Resume Sharing *Date:* .... □ I am a third-party company employee *Please specify the company and position information you work for.....* ....

II. Information on the Choice of the Right to be Exercised by the Personal Data Owner (Please check the box next to the subjects you request information on.)

Is my personal data processed by your company? If my personal data is being processed by your company, I request information about the processing activity. ☐

If my personal data is processed by your company, the purpose of the personal data processing activity and the purpose of the activity
I request information on whether it is carried out properly. ☐

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. ☐

I think that my personal data is processed incompletely or incorrectly by your Company and I request that it be corrected. ☐

I think that the reasons for processing my personal data have disappeared, so my personal data,

Deleted, or ☐

I demand that it be anonymized. ☐

If my personal data is processed incompletely or incorrectly by your Company, I request that this situation be notified to third parties to whom my personal data has been transferred. ☐

I request compensation for the damage I have suffered due to the unlawful processing of my personal data. ☐

III. Your Request Regarding the Implementation of the Personal Data Protection Law No. 6698 (KVKK. m.13):

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
....

III. Method of Notifying You of Our Response to Your Application:

☐ I want it to be sent to my address.

☐ I want it to be sent to my e-mail address. *(If you choose the email method, we will be able to respond to you faster.)*

☐ I want to receive it by hand. *(In case of receipt by proxy, there must be a notarized power of attorney or authorization document.)*

This application form has been prepared in order to determine your relationship with our Company and to determine your personal data processed by our Company, if any, and to respond to your relevant application correctly and within the legal period. In order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization. We would like to state that our Company will not be held liable if the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or if an unauthorized or unlawful application or request is made.

Applicant (Personal Data Owner)

Name-Surname:

Application Date:

Signature: