**IŞIK PERDE RAYLARI SAN. TİC. A. Ş.**

**FORM OF APPLICATION TO DATA CONTROLLER**

1. **General Explanations**

The personal data owners defined as relevant person in the Law No. 6698 on the Protection of Personal Data (“KVKK”) (“Applicant”) are entitled to the right of making some requests about processing of their personal data in accordance with article 11 of KVKK.

The application form has been prepared to respond your relevant application accurately and within the legal period by determining your relation with **Işık Perde Rayları San. Tic. A. Ş.** (“**Işık Perde Rayları**”) and, if any, by determining your personal data processed by **Işık Perde Rayları** completely. In order for security of your personal data and prevention of illegal data transfer, additional information may be asked by **Işık Perde Rayları** for determination of identity and authority. If the information given by the Applicant is not accurate and/or updated, or the requests are unauthorized, the relevant responsibility belongs to the Applicant.

In accordance with article 7 of the Declaration About Principles and Procedures of Application to Data Controller, if the application of the Applicant will be responded in writing, no fee is charged up to ten pages. For each page after ten pages, a fee of 1 Turkish Lira may be charged. If the response to the application is given in a record media such as CD, flash drive, a fee up to the cost of record media may be charged.

1. **Scope of Right to Application Within the Framework of Article “” of KVKK**

The Applicant can make a request about the following issues by applying to **Işık Perde Rayları**:

**1)** To learn whether his/her personal data is processed or not,

**2)** To demand relevant information if his/her personal data has been processed,

**3)** To learn the purpose of processing his/her personal data and whether it is used according to this purpose,

**4)** To learn the third parties to whom his/her personal data is transferred at home and abroad,

**5)** If his/her personal data has been processed deficiently or wrongly, to ask for correction of it and notification of such corrections to the third persons to whom the personal data has been transferred,

**6)** Although it has been processed in accordance with KVKK and other applicable law provisions, to ask for deletion, elimination or anonymization of his/her personal data in case the reasons requiring the data processing have been removed and notification of such operations to the third persons to whom the personal data has been transferred,

**7)** To raise an objection to any result against him/her having occurred by analysing his/her processed data exclusively by means of automatic systems,

**8)** If he/she incurs a loss due to illegal processing of his/her personal data, to ask for indemnification of the loss.

1. **Method of Application**

In accordance with the first paragraph of article 13 of KVKK; the applications related to these rights are required to be sent to our party in writing and with signature or through other methods determined by Committee of Protection of Personal Data (“Committee”).

In this context, the applications to be made in writing will be sent to our party, by taking a printout of this form, by means of:

* Application of the Applicant personally by hand,
* Notary,
* Registered electronic mail (REM) address, secure electronic signature, mobile signature, or
* E-mail through the electronic mail address notified by the Applicant to us beforehand and recorded in our system.

Information about the methods of written application related to how written applications will be sent to us is given below:

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| --- | --- | --- |
| **Method of Application** | **Information Required to be Stated on the Application** | **Address for Application** |
| Personal Application (the applicant comes personally and applies with a valid identity document) | Expression of “Request for Information Within the Scope of the Law on the Protection of Personal Data” will be written on the envelope. | **Gebze Plastikçiler Osb Atatürk Bulv. 11.Cd. No:9 Gebze/Kocaeli** |
| Notification by Notary | Expression of “Request for Information Within the Scope of the Law on the Protection of Personal Data” will be written on the notification envelope. | **Gebze Plastikçiler Osb Atatürk Bulv. 11.Cd. No:9 Gebze/Kocaeli** |
| Registered Electronic Mail (REM) by signing with “Secure electronic signature” | Expression of “Request for Information Within the Scope of the Law on the Protection of Personal Data” will be written on subject section of the e-mail. | **isik@hs01.kep.tr** |
| Mobile Signature or E-mail [by using the electronic mail address notified by the relevant person to the data controller beforehand and recorded in the system of data controller] | Expression of “Request for Information Within the Scope of the Law on the Protection of Personal Data” will be written on subject section of the e-mail. | **kvkk@isikgroup.com** |

For the applications to be made through e-mail by the Applicant, **Işık Perde Rayları** will be able to demand additional information and take necessary precautions in order to verify identity of the Applicant.

In accordance with the second paragraph of article 13 of KVKK; your applications to our party will be responded in writing or in electronic media within thirty days following notification of your request or date of delivery according to the nature of the request.

1. **Credentials and Contact Details**
2. **Contact Details of Applicant**

|  |  |
| --- | --- |
| **Name** |  |
| **Surname** |  |
| **Identity Number / Passport No (for foreign persons)** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Residential Address or Work Address** |  |

**B. Please state your relation with Işık Perde Rayları.** (for example: Visitor, Customer, employee of partner, employee candidate, former employee, employee of third party firm, shareholder)

|  |  |
| --- | --- |
| 􀀀 Visitor􀀀 Customer􀀀 Partner | 􀀀 Employee􀀀 Employee 􀀀 Former employee􀀀 Other:………………………………………………......................... |
| Your contact unit within our companyUnit:………………….……………………………………………………………………….Subject:……………………………………..…………………………………….……………...………………………………………………………………………………………………… |

1. **Subject of Request**

**Please state your request within the scope of KVKK in details:**

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**Applicant**

**Name/Surname:**

**Signature (if written application):**