DATA SUBJECT APPLICATION FORM

Personal data owners (“Applicant”), defined as the data subject in the Personal Data Protection Law No. 6698 (KVKK), have been granted the right to make certain requests regarding the processing of their personal data in Article 11 of the KVKK.

KVKK m. According to 13/1; Applications regarding these rights must be submitted to BTS Corporate Information Technologies Inc. (“Institution”), which is the data controller, in written form and by the following methods determined by the Personal Data Protection Board (“Board”).

In this context, applications to be made to our Institution in “written” form, by printing out herein form;

* By applying personally (by hand) with documents helping to identify the Applicant (In case of application by proxy, a notarized document must be submitted),

-Through a notary

* By registered mail

-It can be forwarded to us by being signed by the Applicant with the "secure electronic signature" that is defined in the Electronic Signature Law No. 5070 and sent to the registered e-mail address of the Institution. Below is the information regarding how the written applications will be delivered to us, specific to the written application channels, is given.

|  |  |  |
| --- | --- | --- |
| **Application Method** | **Address to apply** | **Information to be Specified in the Application Submission** |
| Personal Application (Applicant must come in person and apply with a document that helps to determine their identity. In case of application by proxy, a notarized document must be submitted) | Varyap Meridian Business Ofis  I Blok Flat :12 D:159 34746  Ataşehir / İstanbul | "Information Request Under the Law on Protection of Personal Data" will be written on the envelope. |
| Notary public notice | Varyap Meridian Business Ofis  I Blok Flat :12 D:159 34746  Ataşehir / İstanbul | “Information Request Under the Law on Protection of Personal Data” will be written in the notification envelope. |
| By registered mail | Varyap Meridian Business Ofis  I Blok Flat :12 D:159 34746  Ataşehir / İstanbul | “Information Request Under the Law on Protection of Personal Data” will be written in the notification envelope. |
| Via your registered e-mail address in our institution's system | kvkk@btsgrp.com | "Information Request Under the Law on Protection of Personal Data" will be written in the subject line of the email. |
| Via Registered Electronic Mail (KEP) by signing with a "secure electronic signature" | btskurumsal@hs01.kep.tr | "Information Request Under the Law on Protection of Personal Data" will be written in the subject line of the email. |

Your applications that is submitted to us will be answered within thirty days from the date of receipt of your request, according to the nature of the request, in accordance with Article 13/2 of the KVKK. Our answers will be delivered to you in written or electronically in accordance with Article 13 of the relevant KVKK.

**A. Applicant's Contact Information**

|  |  |
| --- | --- |
| Name surname: |  |
| TR Identity Number (nationality, passport number or foreigner identification number for foreigners): |  |
| Phone Number: |  |
| E-mail: |  |
| Address: |  |

\* The above information is obtained in accordance with the Communiqué on the Procedures and Principles of Application to the Data Controller.

**B. Your Relationship with Our Institution** (Employee, employee candidate, intern, product or service buyer, supplier employee, supplier official, etc.)**:**

**Please specify the details of your relationship with our institution: C. Specify Your Request (Subject) within the Scope of KVKK:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request No.** | **Demand** | **Legal Basis** | **Your Choice** *(Please select the relevant section)* |
| **1** | I want to know that whether your institution processes my data or not. | KVKK m. 11/1-a |  |
| **2** | If your Institution processes personal data about me, I request information regarding these data processing activities. | KVKK m. 11/1-b |  |
| **3** | If your Institution processes personal data about me, I would like to learn the purpose of processing and whether they are used in accordance with the purpose of processing. | KVKK m. 11/1-c |  |
| **4** | If my personal data is transferred to third parties at home or abroad, I would like to know these third parties. | KVKK m. 11/1-ç |  |
| **5** | I believe that my personal data is incomplete or incorrectly processed and I want them get corrected. | KVKK m. 11/1-d |  |
| **6** | Although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I believe that the reasons for processing have disappeared and, in this context, my personal data; a) I want it deleted b) I want it destroyed. (Please select  one of them.) | KVKK m. 11/1-e | 1. I want it deleted      1. I want it destroyed. |
| **7** | I would like my personal data, which I believe to be incomplete and incorrectly processed, to be corrected by the third parties to whom it was transferred (Request No. 5). | KVKK m. 11/1-f |  |
| **8** | Although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I believe that the reasons requiring its processing have disappeared (Request No. 6), and within this framework, also for the third parties to whom my personal data is transferred; a) I want it deleted b) I want it destroyed. | KVKK m. 11/1-f | 1. I want it deleted      1. I want it destroyed. |
| **9** | I believe that my personal data processed by your institution is analysed exclusively through automated systems, and as a conclusion of this analysis, there is a result against me. I object to this conclusion. | KVKK m. 11/1-ğ |  |
| **10** | I got damaged due to the illegal processing of my personal data. I demand compensation for this damage. | KVKK m. 11/1-ğ |  |

1. **Specify Your Request Within the Scope of KVKK in Details:**

1. **Select the Method of Notifying You regarding Our Response to Your Application:**

I want it sent to my address.

I want it sent to my email address.

I want to receive it by hand (In case of receipt by proxy, a notarized document or authorization document is required.)

Our company reserves the right to request additional documents (ID card, copy of driver's license, other documents that may replace official identity cards, etc.) and information for identification and authorization determination, in order to eliminate legal risks that may arise from illegal and unfair data sharing and specially to ensure the security of your personal data. In the event that the information regarding your requests you submit within the scope of the form is not correct and upto-date, or an unauthorized application is made, our Company does not accept any liability for such false information or requests arising from unauthorized applications. Applications made can be charged in accordance with Article 6, clause 5 and Article 7 of the Communiqué on Application Procedures and Principles to the Data Controller.

Applicant (Personal Data Owner)

Name and surname :

Application date :

Signature :