

**DATA SUBJECT APPLICATION FORM  
WITH RESPECT TO APPLICATIONS TO BE FILED  
BEFORE DATA CONTROLLER**

**GENERAL REMARKS:**

Personal Data Protection Code 6698 (“KVKK”) regulates that personal data holders (“Data Subject”) may exercise the personal data rights granted under clause 11, and that an application should be filed before Data Controller.

As per clause 13.1 of the KVKK, any application to be filed before us, the Data Controller, should be in writing or be submitted through other methods set forth by the Personal Data Protection Board (Board).

**APPLICATION METHOD:**

Accordingly, applications to be filed at our School in writing;

- Should be completely filled out along with an identity card, signed and be personally delivered or sent through notary to the following address: Adnan Saygun Cad. No:36-38 Ulus Istanbul 34340,
- Application form may be filled out via secure electronic signature under Electronic Signature Code 5070 and the form should be forwarded to [ulusozelmusevilisesi@hs03.kep.tr](mailto:ulusozelmusevilisesi@hs03.kep.tr) or [ulusozelmuseviilkokulu@hs03.kep.tr](mailto:ulusozelmuseviilkokulu@hs03.kep.tr) through a registered email.

Aforementioned application methods are applications in writing under clause 13.1 of the KVKK.

Notarized power of attorney shall be sought for applications made by third persons on behalf of data subjects.

Your application shall be responded, free of charge, as soon as possible but in any event in no later than 30 days, depending on the request, as per clause 13.2 of the KVKK. In the event such an action requires an additional expense, then our School shall apply the fee mentioned in the tariff set forth by the Board. You shall be responded in writing or through electronic media as per clause 13 of the KVKK.

In order to assess your application, the form must be completely filled out and requested information and documents must be provided in accurate, otherwise we are sorry to mention that your application shall not be subject to the period mentioned in clause 13.2 of the KVKK.

## **RECOGNITION OF APPLICANT AND CONTACT DETAILS**

**Full name:**

**Turkish citizen ID:**

**Date of birth:**

**E-mail:**

**KEP (registered electronic mail):**

**Mobile phone:**

**Address:**

Upon receipt of your application the School may get into touch with you and may ask for certain information and documents to ensure security of your personal data and for verification purposes.

Request nr	Subject of request	Selection
1	I would like to learn whether School has processed my personal data. <i>Code on Personal Data Protection Clause 11/1 (a)</i>	<input type="checkbox"/>
2	I request information if my personal data are processed. <i>Code on Personal Data Protection Clause 11/1 (b)</i>	<input type="checkbox"/>
3	I would like to know the purpose of process and whether my personal data are utilized in accordance with such purpose. <i>Code on Personal Data Protection Clause 11/1 (c)</i>	<input type="checkbox"/>
4	I would like to know about third persons if my personal data are transferred to such third persons inland or abroad. <i>Code on Personal Data Protection Clause 11/1 (ç)</i>	<input type="checkbox"/>
5	I believe my personal data are erroneously processed or missing, and I ask for correction thereof.  <i>Mention your personal data to be corrected in "Selection" and send accurate and complementary documents. (such as identity card copy, certificate of residence etc.)</i>  <i>Code on Personal Data Protection Clause 11/1 (d)</i>	<input type="checkbox"/> Data to be corrected: .... ..... .....
6	I believe the reasons for personal data processing have expired, and accordingly I ask my personal data to be; a) Deleted. b) Destroyed.  <i>Code on Personal Data Protection Clause 11/1 (e)</i>	<i>Mark only one box</i> a) <input type="checkbox"/>  b) <input type="checkbox"/>
7	As per my correction request (Request nr 5) I ask you to notify third persons my personal data have been transferred to.  <i>Code on Personal Data Protection Clause 11/1 (f)</i>	<input type="checkbox"/>
8	As per my deletion or destroy request (Request nr 6) I ask you to notify third persons my personal data have been transferred to.  <i>Code on Personal Data Protection Clause 11/1 (f)</i>	<input type="checkbox"/>
9	I believe personal data analysis through your School's automated systems would lead to adverse situations against me. I kindly oppose.  <i>Please mention analysis result you believe that would lead to adverse situation in "Selection" and send supporting documents for your opposition.</i>  <i>Code on Personal Data Protection Clause 11/1 (g)</i>	<input type="checkbox"/> Data Revealed Upon Analysis: ..... ..... .....

<b>10</b>	<p>I incurred to loss due to illegal processing of my personal data. I ask for compensation thereof.</p> <p><i>Please mention illegality in “Selection” and send supportive documents. (such as court order, Board resolution, documents that prove material loss etc.)</i></p> <p><i>Code on Personal Data Protection Clause 11/1 (ğ)</i></p>	<input data-bbox="1241 264 1270 297" type="checkbox"/>
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**Please mention your relation with our School.** (such as Parent, student, graduate, business partner, prospect employee, former employee, third party employee, shareholder etc.)

<p>Parent, Student</p>	<p>Graduate</p>
<p>Visitor</p>	<p>Third Party Employee</p> <p><i>Please mention the company and your position.</i></p> <p>.....</p> <p>.....</p>
<p>Former employee</p> <p><i>Period of employment:</i></p> <p>.....</p>	<p>Job application / CV sharing person</p> <p><i>Application/Sharing date:</i></p> <p>.....</p>
<p>Other</p> <p><i>Please explain.</i></p> <p>.....</p> <p>.....</p>	

<p>You are in touch with</p> <p>School Department / Person:.....</p> <p>Subject:.....</p>
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**Please explain in details your request under clause 11 of the KVKK:**

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**Please select method of response:**

Mailing to my address.

E-mail or KEP.  
*(These methods shall enable a faster response)*

Personal delivery.  
*(In case of delivery via a power of attorney, the same must be notarized and submitted)*

Based on my aforementioned requests, I kindly ask you to assess my application under clause 13 of the KVKK, and to inform me about the conclusion.

**Full name:**

**Application date:**

**Signature:**