

DATA SUBJECT APPLICATION FORM

General Explanations

The rights of persons defined as data subjects in the **Law on the Protection of Personal Data** numbered 6698 (“PDPL” or the “Law”) or their legal representatives (“hereinafter referred to as “Applicant”) to make requests about processing of personal data are regulated in article 11 of the PDPL.

Pursuant to the first paragraph of Article 13 of PDPL, applications associated with such rights must be submitted to **Kumkumoğlu Ergün CİN Özdoğan Avukatlık Ortaklığı** (“KECÖ”) which is data controller, either in writing or by other means set by the Personal Data Protection Board (“Board”).

In this context, applications to be made to KECÖ in writing, through this application form;

- By applying to KECÖ with a valid identity card directly,
- By sending to ‘Levent Mah. Yeni Sülün Sok. No: 14/2 34330 Beşiktaş/İstanbul’ address together with wet signature and ID photocopy,
- By sending via e-mail address belongs to KECÖ (kvkk@kecolegal.com) with the petition signed by secure e-signature or mobile signature.

If the request will be made in person, it is required to write the note of “Regarding the Law on the Protection of Personal Data No. 6698” on the envelope.

KECÖ has the right to request additional documents and information for identification and determination of authorization in the applications by data subject.

Pursuant to the second paragraph of Article 13 of PDPL, your applications submitted to us will be answered within 30 days from the date that we receive depending on the nature of the request. Our answers will be delivered to you in writing or electronically in accordance with Article 13 of the PDPL.

A. Contact Information of Applicant:

Name & Surname	
Turkish Republic Identification Number (TCKN) / Foreigner Identification Number:	
Phone Number:	
E-mail: (If you indicate your e-mail, we can answer you faster.)	
Residential Address or Office Address:	

B. Please indicate your relationship with KECÖ. (Client, Business Partner, Employee Candidate, Former Employee etc.)

<input type="checkbox"/> Employee Candidate	Subject:
<input type="checkbox"/> Employee	Subject:
<input type="checkbox"/> Former Employee	Subject:
<input type="checkbox"/> Client / Client's Officer / Client's Employee	Subject:
<input type="checkbox"/> Supplier's Officer / Employee	Subject:
<input type="checkbox"/> Visitor	Subject:
<input type="checkbox"/> Intern	Subject:
<input type="checkbox"/> Intern Candidate	Subject:
Others:	Subject:

C. Please indicate your request within the scope of PDPL in detail.

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D. Please choose the notification method of our response to your application:

- Please, send it by post to my address.
- Please, send it to my e-mail address. *(If you choose the electronic mail method, we can answer you faster.)*
- I'm going to receive it by hand. *(In case of receipt by proxy, it is required to have a notarized power of attorney or letter of authorization.)*

This application form has been issued to identify your relationship with KECÖ, if any, specify your personal data processed by KECÖ completely and respond to your requests accurately and completely in such period asset out in the law. KECÖ reserves the right to request additional documents and information (copy of identity card or driving license, etc.) for identification and determination of authorization, in order to eliminate the legal risks that may arise from the unlawful and unjust data sharing and specially to ensure the security of your personal data. If the information regarding your request that you are communicating with the form is not accurate or up-to-date or contains incorrect/misleading information or that an unauthorized application is made, KECÖ does not accept liability for such requests.

Name & Surname of Applicant (Data Subject):

Date of Application:

Signature: