**KAYTELSAN METAL İNŞAAT NAKLIYE SAN. VE TIC. LTD. ŞTI**

**APPLICATION FORM FOR DATA CONTROLLER**

1. **General Instructions**

Within the scope of Article 11 of the Law on the Protection of Personal Data No.6698 ("**PDPL**"), everyone has the right to apply to Kaytelsan Metal İnşaat Nakliyat San Ve Tic Ltd Şti as a data controller on the following issues:

1. Learning whether personal data is processed or not,
2. To request information if personal data has been processed,
3. Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
4. To know the third parties to whom personal data are transferred domestically or abroad,
5. To request correction of personal data in case of incomplete or incorrect processing,
6. In accordance with Article 7 of KVKK numbered 6698, to request the deletion or destruction of personal data within the framework of the stipulated conditions, either ex officio or upon the request of the person concerned, in the event that the reasons for processing are eliminated, although it has been processed in accordance with the provisions of this Law and other related laws,
7. Request notification of the third parties to whom personal data have been transferred, due to the transactions made in accordance with the clauses (e) and (f),
8. Object to the occurrence of a result against the person himself by analyzing the processed data exclusively through automated systems,
9. To request the compensation of the damage in case of damage due to the processing of personal data illegally.
10. **Processing of Personal Data Regarding Application**

With the Application Form to the Data Supervisor, limited and linked personal data (Name, Surname, Identity Number, Phone Number, E-Mail, Address, Signature) are processed in order to identify the applicant and manage the application. Said personal data can be shared with only relevant units / persons authorized by law and institutions / organizations if necessary, depending on the nature of the application request.

1. **Application Method, Application Address and Information to be Specified in Application Submission Table**

|  |  |  |
| --- | --- | --- |
| **Application Method** | **Application Adress** | **Information to be Specified in Application** |
| Application by hand (The applicant must come in person and apply with a document proving his / her identity. In case of an application by proxy, a notarized power of attorney must be kept with you) | OSB. 16. Cad. No:17 Melikgazi Kayseri | "Request for Information under the Law on Protection of Personal Data" will be written on the envelope. |
| Notification through a notary | OSB. 16. Cad. No:17 Melikgazi Kayseri | "Request for Information under the Law on Protection of Personal Data" will be written in the notification envelope. |

1. **Applicant Contact Information**

|  |  |
| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **Identification Number:**  **(Pasaport No)** |  |
| **Phone number:** |  |
| **E-maiş:**  *(If you specify, we will be able to respond to you faster.)* |  |
| **Adress:** |  |
|  |

1. **Please Specify Your Relationship With Our Company**

|  |  |
| --- | --- |
| ☐ Customer  ☐ Visitor  ☐ Former Employee  *Years I worked*  ☐ Other | ☐ Employee  ☐ Job Application / Shared My Resume  *Date :*  ☐ Third Party Company Employee  *Please specify your company and position information.* |
| Person / Unit you communicate with in our company:  Subject: | |

1. **Please Specify Your Request Under PDPL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request number** | **Request Subject** | **Legal Basis** | **Your choice**  **(Please mark the relevant section)** |
| **1** | I want to know if your company is processing personal data about me. | **PDPL m. 11/1-a** |  |
| **2** | If your company is processing personal data about me, I request information on these data processing activities. | **PDPL m. 11/1-b** |  |
| **3** | If your company is processing personal data about me, I would like to find out if they are used for the purpose of processing and for the purpose of processing. | **PDPL m. 11/1-c** |  |
| **4** | Eğer kişisel verilerim yurtiçinde veya yurtdışında üçüncü kişilere aktarılıyorsa, bu üçüncü kişileri bilmek istiyorum | **PDPL m. 11/1-ç** |  |
| **5** | Kişisel verilerimin eksik veya yanlış işlendiği düşünüyorum ve bunların düzeltilmesini istiyorum | **PDPL 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 think that the reasons for processing have disappeared and within this framework, I request my personal data to be;  a) Deleted  b) Destructed  c) Anonymized  (Please specify from the options) | **PDPL m. 11/1-e** |  |
| **7** | I want my incomplete and incorrectly processed personal data (Request Number 5) to be corrected by third parties to whom it was transferred. | **PDPL 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 think that the reasons for processing have disappeared (Request Number 6) and in this context, in the case of third parties to whom my personal data is transferred, I want my data to be;  a) Deleted  b) Destructed  c) Anonymized  (Please specify from the options) | **PDPL m. 11/1-f** |  |
| **9** | I think that my personal data processed by your company are analyzed exclusively through automated systems and a result has arisen against me as a result of this analysis. I object to this conclusion. | **PDPL m. 11/1-g** |  |
| **10** | I suffered damage due to the illegal processing of my personal data. I demand compensation for this damage. | **PDPL m. 11/1-h** |  |

1. **Please Make a Statement About Your Request**

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1. **How Would You Like To Be Notified of Our Response to Your Application?**

☐ I would like it to be sent to my address.

☐ I would like to be notified by e-mail.

*(If you specify, we will be able to respond to you faster.)*

☐ I would like to receive by hand.

*(If it is requested to be received by proxy, it must have a notarized power of attorney or a certificate of authorization.)*

**G. Declaration of the Applicant**

In line with the requests mentioned above, I request that my application to your company be evaluated in accordance with Article 13 of the Law and be informed.

I hereby declare and undertake that the documents and information I have provided to you in this application are accurate, current and personal.

I permit the processing of the information and documents I have provided in the application form by **KAYTELSAN METAL İNŞAAT NAKLİYE SAN. VE TİC. LTD. ŞTİ.** limited to the purposes of evaluating the application I have made, answering it, delivering my application to me, determining my identity and address.

Applicant’s;

Name, Surname :

Signature :

Application Date :