

		<b>Data Subject Access Request Form Regarding Applications By Data Subject to Data Supervisor</b>		
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**GENERAL REMARKS:**

This form hereby has been issued in order to enable personal data subjects defined as concerning persons ("Data Subject") in the Law on Protection of Personal Data numbered 6698 ("Law") to exercise their rights granted regarding their personal data in Article 11 of the Law and regulate the means of application to Data Supervisor in accordance with the legislation for said rights to be exercised.

Pursuant to Clause 1 of Article 13 of the Law; applications to Özyeğin University - holding the title of Data Supervisor ("Data Supervisor or "University) – regarding said rights shall be submitted in writing or in any of the undermentioned means specified by the Personal Data Protection Committee ("Committee").

**MEANS OF APPLICATION:**

In this context; applications made to the University shall be submitted:

- i. by personally submitting a wet-ink-signed copy of this Request Form hereby as completely filled and accompanied with an identity document to the address of " "Özyeğin Üniversitesi, Nişantepe Mahallesi, Alemdağ/Çekmeköy 34794 İstanbul";
- ii. by mailing a wet-ink-signed copy of this Request Form hereby as completely filled and accompanied with an identity document to the address of " "Özyeğin Üniversitesi, Nişantepe Mahallesi, Alemdağ/Çekmeköy 34794 İstanbul" by means of a public notary;
- iii. by e-mailing this Request Form hereby to ozyeginuniversitesi@hs01.kep.tr through their registered e-mail address (KEP) as e-signed with the "secure electronic signature" registered in the Law of Electronic Signature numbered 5070.

The aforementioned means are the means of application "in writing" in accordance with Clause 1 of Article 13 of the Law. Subsequent to the announcement of other means of application determined by the Committee, the application procedure through these means shall also be announced by the University.

Pursuant to Clause 2 of Article 2 of the Law; your applications delivered to us shall be replied to free of charge "as earliest as possible and within 30 days at the latest" as of the delivery date of your application to us depending of the nature of your request. Nevertheless; in the event of that the procedure requires any extra payment, relevant

fee specified in the tariff determined by the Personal Data Protection Committee shall be charged by the University. Our replies shall be notified to you in writing or through the electronic media in accordance with Article 13 of the relevant Law.

The content of this request form hereby and the documents and information required from you as per the nature of your request are to be provided as complete and accurate. In the event of any failure to submit concerning information and documents as required, complete and efficient conducting fulfilment of the investigations to be conducted upon you request by the University may suffer certain setbacks.

**IDENTIFICATION OF THE APPLICANT AND CONTACT DETAILS REGARDING THE REQUEST**

In order for us to identify the “applicant” regarding your application and conduct necessary investigations as per the nature of your request, we ought to be provided with following information:

Furthermore; your undermentioned contact details are requested for the purpose of obtaining further information with regards to tour application, keeping you informed regarding our investigation processes and delivering the results of your application to you.

**Name - Surname:** .....

**TR Identity Number:** .....

**Date of Birth:** .....

**E-mail Address:**.....

(allows us to reply to you more quickly if provided)

**Address:**

.....

**Mobile Number:** .....

In order to ensure the security of your personal data; the University will be able to contact you within seven (7) work days as of the date of delivery of your application for information to the University to confirm that you are the data subject and request certain information and documents from you accordingly.

In the event of that the required information and documents are incomplete, it will be necessary for said information and documents to be submitted having been completed in full. The thirty-day (30) period specified in Article 13/2 of the Law with regards to the finalization of your application shall be suspended until said information and documents are provided as complete and in full.

**Please specify your relation to our Institution.** (*student, employee, employee candidate, former employee, third-party company employee etc.*)

<input type="checkbox"/> Student <input type="checkbox"/> Visitor	<input type="checkbox"/> Employee <input type="checkbox"/> Other: .....
In this institution, you contacted: Department / Person: ..... Subject:	

<input type="checkbox"/> Former Employee <i>Worked between: .....</i> <input type="checkbox"/> Other: .....	<input type="checkbox"/> Applied for a position / Shared my résumé <i>Date: .....</i> <input type="checkbox"/> Third-Party Company Employee <i>Please specify the company you work for and your position.</i> .....
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**Please elaborate your request covered by the Law:**

**Please select the means you would like to be notified regarding your application result.**

- I would like it to be mailed to my address.
- I would like it to be e-mailed or sent to my KEP (registered e-mail) address.  
*(We will be able to reply to you more quickly if the e-mail option selected)*
- I would like to receive it by hand.  
*(If it is to be received by proxy, a notarized letter of proxy or letter of authority is required.)*

Request No	Subject of Request	Your choice (please fill)
1	I would like to know whether the University is processing my personal data.	<input type="checkbox"/>
2	If my personal data is being processed by the University, I request information regarding the purpose of these personal data processing activities <i>Law on Protection of Personal Data - Article 11/1 (b)</i>	<input type="checkbox"/>
3	If my personal data is being processed by the University, I request information regarding the purpose of these personal data processing activities and whether such data is used as limited with such purposes. <i>Law on Protection of Personal Data - Article 11/1 (c)</i>	<input type="checkbox"/>
4	If my personal data is transferred to any third-party domestically or abroad, I would like to know their identities. <i>Law on Protection of Personal Data - Article 11/1 (c)</i>	<input type="checkbox"/>
5	I think my personal data has been processed incompletely or incorrectly and I would like them to be corrected. <i>Please specify your personal data that you would like to be corrected in the "Your Choice" section and provide the documents showing the accurate and complementary information as attachments. (A copy of your ID card, certificate of residence etc.)</i> <i>Law on Protection of Personal Data - Article 11/1 (d)</i>	Data to be corrected;
6	I request; a) Erasure b) Anonymization  of my personal data because - although they are processed in accordance with the provisions of the Law - I am of the opinion that the reasons necessitating their processing no longer exist. <i>Law on Protection of Personal Data - Article 11/1 (e)</i>	<i>Only one box can be checked:</i> a) <input type="checkbox"/> b) <input type="checkbox"/>
7	I request my personal data that I consider incompletely and incorrectly processed to be corrected (Request No 5) before the third parties they have been transferred to. <i>Please specify your personal data that you would like to be corrected in the "Your Choice" section and provide the documents showing the accurate and complementary information as attachments. (A copy of your ID card, certificate of residence etc.)</i> <i>Law on Protection of Personal Data - Article 11/1 (f)</i>	Data to be corrected;
8	I am of the opinion that the reasons that necessitate the processing of my personal data - although they are processed in accordance with the provisions of the Law – no longer exist (Request No 6) and in this context, I request a) Erasure b) Anonymization of my personal data before the third-parties that that they have been transferred to.  <i>Law on Protection of Personal Data - Article 11/1 (f)</i>	<i>Only one box can be checked:</i> a) <input type="checkbox"/> b) <input type="checkbox"/>

<p><b>9</b></p>	<p>I am the opinion that my personal data processed by the University are exclusively analyzed by means of automated systems; which yields a result that is against me.</p> <p><i>Please specify the analysis result that you consider against you in the "Your Choice" section and send the documents supporting your objection as <b>attachments</b>.</i></p> <p><i>Law on Protection of Personal Data - Article 11/1 (g)</i></p>	<p>Data Obtained as a result of the Analysis:</p>
<p><b>10</b></p>	<p>I demand compensation for the damages that I have suffered due to unlawful personal data processing operations.</p> <p><i>Please specify the issue contradicting with the Law in the "Your Society" section and send your supporting documents as <b>attachments</b>. (Court Order, Committee Resolution, documents showing the cost of the financial damages etc.)</i></p> <p><i>Law on Protection of Personal Data - Article 11/1 (h)</i></p>	<p>Issue in contradiction with the Law:</p>

I hereby would like my application to your University to be evaluated in accordance with Article 13 of the Law in direction with the requests that I specified below and kindly ask to be notified.

Name Surname :

Date of Application :

Signature :