

**PERSONAL DATA PROTECTION LAW**  
**RELEVANT PERSON (DATA SUBJECT) APPLICATION FORM**

**1. APPLICATION METHOD**

- a. In accordance with Article 11 of the Personal Data Protection Law No. 6698 ("PDPL"), we have created this Personal Data Subject (Relevant Person) Application Form belonging to our Company in order to evaluate your requests as the Data Subject (Relevant Person) to our Data Controller enterprise in the most appropriate manner.
- b. In accordance with Article 13 of the PDPL, our data controller enterprise requires submitting a "written" application. In accordance with the Communiqué on the Procedures and Principles for Applying to the Data Controller, applications may be made via the email address of the Data Controller provided below, signed using registered electronic mail (KEP), secure electronic signature, or mobile signature.
- c. In this frame, applications to be made to our enterprise in "written" form can be sent to us by printing out this form using one of the following methods.
- With the personal application of the Applicant,
  - Through a notary public,
  - By signing with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 by the Applicant and sending it to our enterprise's registered electronic mail (KEP) address,
  - By filling out the application form and sending it to our e-mail address below with a mobile signature,
- d. Application Method and Application Information are listed in the table below.

Application Method	Application Address/Place	Information to be Specified in the Application
<b>Application in Person</b> (Application to be made by the relevant person with a document proving his/her identity)	Burhaniye Mah. Abdullahaga Cd. No: 21, Uskudar/Istanbul	"Request for Information Within the Scope of the Personal Data Protection Law" should be written in the application envelope.
Notary Public - Returnable Application by Registered Letter	Burhaniye Mah. Abdullahaga Cd. No: 21, Uskudar/Istanbul	"Request for Information Within the Scope of the Personal Data Protection Law" should be written in the application envelope.
Application via Registered Electronic Mail with Secure Electronic Signature	<a href="mailto:surtatilevleri@hs01.kep.tr">surtatilevleri@hs01.kep.tr</a>	The subject line of the email should be "Request for Information under the Personal Data Protection Law."

## 2. INFORMATION ABOUT THE APPLICANT

- a. In accordance with Article 5/2 f. of the Communiqué on the Procedures and Principles for Applying to the Data Controller published by the Personal Data Protection Authority, you are required to complete the information and documents requested below in a complete and accurate manner.
- b. If the information and documents are incomplete, incorrect or misleading, your application will not be processed.

INFORMATION ABOUT THE APPLICANT DATA SUBJECT (RELEVANT PERSON)					
Name-Surname					
Turkish Identity Number (Passport Number for Foreigners)					
MERNIS or Notification Address					
E-Mail Address					
Phone Number					
SPECIFY YOUR RELATIONSHIP WITH OUR DATA CONTROLLER ENTERPRISE					
Customer		Business-Solution Partner/Supplier		Potential Customer	
Visitor (Website)		Employees		Candidate Employee	
Visitor (Sur Holiday Houses Antalya)		Visitor (Company's Registered Office)		Other (Please Specify)	
Unit/Department/Person You Communicate With Within Our Enterprise					
Possible Date/Period You Communicated with Our Enterprise					
The Communication Channel You Use to Communicate with Our Business (Sending E-Mails, Calling Customer Services, Purchasing Goods/Services, etc.)					
If you are a Former Employee, Your Employment Dates					
Possible Dates if You Have Shared a Job Application/CV					
If you work in a 3rd party business, which business and position do you have?					

SELECT YOUR REQUEST WITHIN THE SCOPE OF THE PDP LAW		
I would like to know whether my personal data is being processed by your company		
I would like to know the purpose for which my personal data is being processed by your company and whether this data is being used for its intended purpose		
I would like to know whether your business transfers my personal data to third parties, domestically or abroad, and if so, to whom		
I request that my personal data processed by your company be deleted/destroyed by you and any third parties to whom it has been transferred		
I would like my personal data that has been processed incorrectly or incompletely by your company to be corrected.		
I want any incomplete or incorrect data processed by your business to be corrected by you and the third parties to whom it was transferred (Please write which of your data was processed incorrectly and why)		
I believe that the analysis of my personal data processed by your business exclusively through automated systems has resulted in a detrimental outcome for me and I object to this outcome (Please write which data of yours you think this is the case for and why).		
I request compensation for the damage I have suffered as a result of the unlawful processing of my personal data by your company (please explain the damage you have suffered and attach documents proving your damage to your application).		
WRITE YOUR DETAILED REQUEST		
SELECT HOW YOU WANT YOUR APPLICATION TO BE ANSWERED		
Answer Method	Required Reply Address/Location (Please Write)	Selection
I Want It Sent To My Address		
I want it sent to my e-mail address		
I Want to Receive It in Hand		
I want it to be delivered to ..... who I appointed as attorney (Must Come with Proxy)		

### WARNINGS and REMINDERS

1. This application form has been prepared to identify your relationship with our company, to fully identify your personal data processed by our company, if any, and to respond to your application accurately and within the legal period.
2. In order to eliminate legal risks that may arise from unlawful and unfair data sharing and, in particular, to ensure the security of your personal data, our company reserves the right to request additional documents and information (identity, driver's license, etc.) for identification and authorization purposes.
3. If the information you provide in the form is incorrect or out of date, or if an unauthorized application is made, our company will not accept responsibility for any claims arising from such incorrect information or unauthorized applications and reserves the right to take legal action.
4. Our company will evaluate your request within the scope of Article 13 of the Personal Data Protection Law No. 6698, and will respond to you within thirty (30) days at the latest, in an effective, legal and honest manner, depending on the nature of your request.
5. If you request that the application result be notified in writing, no fee will be charged for notifications of less than 10 pages, and a fee of 1.00 Turkish Lira will be charged per page for notifications of more than 10 pages. If you request that the application result be provided on a recording medium such as a CD or Flash Memory, you will be charged a fee not exceeding the cost of the recording medium used.
6. The Data Subject (relevant person) may only apply on his/her own behalf. Applications cannot be made on behalf of third parties. If an application is made on behalf of a third party through unauthorized or misleading means, the legal authorities will be notified.

### DATA SUBJECT-RELATED PERSON DECLARATION AND SIGNATURE

I hereby declare that the information in this form I have submitted to your business is true and accurate, that I have made a request regarding my own personal data, that I do not have any unlawful requests, and that my application be evaluated and finalized in accordance with Article 13 of the Personal Data Protection Law No. 6698.

Name-Surname	
Date	
Signature	