**CAZ INFORMATICS SERVICES JOINT STOCK COMPANY**

**DATA SUBJECT REQUEST FORM**

1. **General Information Regarding Your Right to Apply**

In accordance with Article 11 of the Law on the Protection of Personal Data numbered 6698 **(“Law No. 6698”)**, as the data subject, you can apply to Caz Informatics Services Trade Corporation **(“Company”)** and make the requests listed below:

1. Learning whether your personal data is being processed,
2. Requesting information if your personal data has been processed,
3. Learning the purpose of processing your personal data and whether they are used in accordance with that purpose,
4. Learning the third parties to whom your personal data is transferred, whether domestically or internationally,
5. Requesting the correction of your personal data in case it is incomplete or inaccurately processed, and requesting the notification of such correction to third parties to whom the personal data has been transferred as part of the process,
6. Despite being processed in accordance with Law No. 6698 and relevant other legal provisions, in the event that the reasons necessitating the processing cease to exist, requesting the erasure, destruction, or anonymization of your personal data, and requesting the notification of such processing to third parties to whom the personal data has been transferred as part of the process,
7. Objecting to the emergence of a result against you solely based on the analysis of your processed data through automated systems,
8. In case you suffer damages due to the unlawful processing of your personal data, requesting the remedy of such damages.

Our company, based on Article 13 of Law No. 6698, will process and conclude your application as per the nature of the request, within the shortest time and no later than thirty (30) days.

1. **Application Method**

According to Article 13 of Law No. 6698 and Article 5 of the Regulation on Application Procedures and Principles to the Data Controller, within the scope of these rights, you can submit your requests to our Company in writing or using your registered e-mail (KEP) address, secure electronic signature, mobile signature, or the electronic mail address previously notified to our Company and registered in our system.

Attention should be paid to the following explanations regarding written application channels during the submission of the application by the Data Subject.

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| **APPLICATION METHOD** | **Written Application** | **Via Registered Electronic Mail (KEP)** | **With the Email Address Registered in Our System** |
| **APPLICATION ADDRESS** | Esentepe Mh. Akademiyolu Sk. Teknoloji Geliştirme Bölgesi No. 10 D/206 Serdivan, Sakarya |  | **kvkkbilgitalebi@advancity.com.tr** |
| **INFORMATION TO BE PROVIDED IN THE APPLICATION** | The envelope/notice will have 'Information Request Under the Scope of the Personal Data Protection Law' written on it. | The subject of the email will be written as 'Information Request under the Personal Data Protection Law'. | The subject of the email will be 'Information Request under the Personal Data Protection Law'. |

1. **Your Identity and Contact Information**

Please fill in the fields below so that we can contact you and verify your identity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name | : |  | | | |
| Turkish Identification Number / Passport Number or Identification Number for Citizens of Other Countries | : |  | | | |
| Residential Address for Notification / Business Address | : |  | | | |
| Mobile Phone | : |  | | | |
| Phone Number | : |  | | | |
|  |  |  | | | |
| Fax Number | : |  | | | |
| Email Address | : |  | | | |
| Your Relationship with Our Company | : | Customer |  | Business Partner |  |
| Visitor |  | Other |  |
|  |  |  |  |

1. **Subject of Request**

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| We kindly request you to clearly state your request regarding your personal data below. Relevant information and documents related to the subject should be attached to the application. |
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| --- | --- | --- |
|  | **Subject** | **Preference** |
| **1** | Are my personal data being processed by your company? |  |
| **2** | If my personal data is being processed by your company, I request information about the processing activities. |  |
| **3** | If my personal data is being processed by your company, I request information regarding the purpose of the personal data processing activities and whether the processing is being used in accordance with that purpose. |  |
| **4** | Are my personal data being transferred to third parties, either domestically or internationally, by your company? If my personal data is being transferred, I request information about the third parties involved. |  |
| **5** | I believe that my personal data has been processed inaccurately or incompletely by your company, and I request correction.  **Upon request, the following information and documents should be provided to our company:**   * **The content of the personal data that you believe to be inaccurate or incomplete and that you want corrected.** * **Documents showing accurate and supplementary information about your personal data.** |  |
| **6** | I believe that the reasons for processing my personal data no longer exist; therefore,  request the deletion **or**  anonymization of my personal data.  **Upon request, explanatory information/documents regarding why you believe the reasons for processing my personal data are no longer valid should be provided to our company.** |  |
| **7** | If my personal data is being processed inaccurately or incompletely by your company, I request that this be communicated to the third parties to whom my personal data has been transferred.  **Upon request, the following information and documents should be provided to our company:**   * **The content of the personal data that you believe to be inaccurate or incomplete and that you want corrected.** * **Documents showing accurate and supplementary information about your personal data.** |  |
| **8** | If the reasons necessitating the processing of my personal data no longer exist, I request that this be communicated to the third parties to whom my personal data has been transferred.  **Upon request, explanatory information/documents regarding why you believe the reasons for processing my personal data are no longer valid should be provided to our company.** |  |
| **9** | I object to the adverse result that has arisen against me solely through the analysis of my personal data processed by automated systems within your company.  **Upon request, information/documents explaining the result against me should be provided to our company.** |  |
| **10** | I request the rectification of the damages I have suffered due to the unlawful processing of my personal data.  **Upon request, information/documents explaining the damages you have suffered should be provided to our company.** |  |

In accordance with the requests I have stated above, I kindly request that my application to your company be evaluated in accordance with Article 13 of Law No. 6698, and that information be provided to me.

I declare and undertake that the information and documents provided in this application are accurate and up-to-date, that your company may request additional information to conclude my application, and that I have been informed that I may be required to pay a fee determined by the Personal Data Protection Board if there is a cost associated with my request.

I would like the response to be sent to the mailing address I provided in the third section.

I would like the response to be sent to the email address I provided in the third section.

I would like the response to be sent to the fax number I provided in the third section.

**Applicant Individual (Data Subject)**

**Full Name :**

**Application Date :**

**Signature :**