



**PERSONAL DATA SUBJECT
APPLICATION FORM**

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 1 / 6

PERSONAL DATA SUBJECT APPLICATION FORM

This form, which we have directed to you as QVV Mühendislik Sanayi ve Ticaret Limited Şirketi (hereinafter referred to as "Company"), covers all the elements necessary for you to easily use the application right granted to personal data owners by Article 11 of the Law No. 6698 on the Protection of Personal Data (hereinafter referred to as "KVKK" and/or "Law"). For this reason, we kindly request you to print and fill out this form and send it to us by one of the methods specified at the end of the form while exercising your right to apply for your personal data.

A. CONTACT INFORMATION OF THE APPLICANT

Name Surname	
TR Identity Number	
Telephone Number	
E-mail (Fill in if you want to receive your application result by e-mail)	
Address	

B. PLEASE SPECIFY YOUR RELATIONSHIP WITH OUR COMPANY

(Customer, visitor, business partner, employee candidate, former employee, etc.)

<input type="checkbox"/> Customer	<input type="checkbox"/> Former Employee (please specify) Years of Employment :
<input type="checkbox"/> Visitor	<input type="checkbox"/> Employee Candidate (please specify) Date I applied for a job at the company :
<input type="checkbox"/> Business partner	
<input type="checkbox"/> Supplier	
<input type="checkbox"/> Other :	



**PERSONAL DATA SUBJECT
APPLICATION FORM**

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 2 / 6

C. INFORMATION ON THE SELECTION OF THE RIGHT TO BE EXERCISED BY THE PERSONAL DATA SUBJECT

Preference	Subject
	Is my personal data processed by your company?
	If my personal data is processed by your company, I request information about the processing activity.
	If my personal data is processed by your company, I request information about the purpose of the personal data processing activity and whether the activity is carried out in accordance with the purpose of processing.
	Is my personal data transferred to third parties domestically or abroad? If my personal data is transferred, I request information about third parties.
	<p>I believe that my personal data is incomplete or incorrectly processed by your Company and I request correction.</p> <p>Upon request, the following information and documents should be forwarded to us:</p> <ul style="list-style-type: none">• The content of your personal data that you think is incomplete or inaccurate and that you want to be corrected,• Documents showing accurate and complementary information of your personal data.
	<p>I think that the reasons for processing my personal data have disappeared, therefore my personal data,</p> <p>I request</p> <p><input type="checkbox"/> Deletion</p> <p>or</p> <p><input type="checkbox"/> Anonymization.</p> <p>Upon request, explanatory information/documentation on why you think the reasons for processing your personal data are not available should be forwarded to our Company.</p>
	<p>If my personal data is incomplete or incorrectly processed by your Company, I request that third parties to whom my personal data is transferred be notified of this situation.</p> <p>Upon request, the following information and documents should be submitted to our Company:</p>



**PERSONAL DATA SUBJECT
APPLICATION FORM**

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 3 / 6

	<ul style="list-style-type: none">• The content of your personal data that you think is incomplete or inaccurate and that you want to be corrected,• Documents showing accurate and complementary information of your personal data.
	<p>If the reasons requiring the processing of my personal data have disappeared, I request that this situation be notified to third parties to whom my personal data has been transferred.</p> <p>Upon request, explanatory information/documentation on why you think the reasons for processing your personal data are not available should be forwarded to our Company.</p>
	<p>I object to the result arising against me as a result of the analysis of my personal data processed by your Company exclusively through automated systems.</p> <p>Upon request, the information/document explaining the result against you should be forwarded to our Company.</p>
	<p>I demand compensation for the damage I have suffered due to unlawful processing of my personal data.</p> <p>Upon request, information/documentation explaining the damage you have suffered must be submitted to our Company.</p>

D. PLEASE SPECIFY YOUR REQUEST RELATED TO YOUR PERSONAL DATA IN DETAIL (Please also provide the information/documents specified above)

EXPLANATION:



**PERSONAL DATA SUBJECT
APPLICATION FORM**

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 4 / 6

E. METHOD OF NOTIFICATION OF APPLICATION RESULTS

(Please select the method by which the response will be sent to you)

- I want it sent to my address.
 I want it sent to my e-mail address.
 I want to pick it up in person.

(In case of delivery by proxy, there must be a notarized power of attorney or authorization certificate).

F. METHODS OF SUBMISSION OF THE APPLICATION FORM

- It can be sent to the Company address by applying to us personally, by writing "Personal Data Protection Law Information Request" on the envelope.

G. ALL APPLICANTS ARE REQUIRED TO COMPLETE THIS SECTION

[We would like to emphasize that there are legal and criminal sanctions for unlawful statements].

I hereby declare that all the information provided by me in this application form is correct; I accept that the Company has the right to request additional information and documents (copy of identity card or driver's license etc.) for identification and authorization in order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of my personal data.

Personal Data Subject's

Name Surname :

Application Date :

Signature :

If you are applying on behalf of someone else, please send the documents showing that you are authorized to apply (a document showing that the personal data subject is the parent/guardian, power of attorney, etc.) as an attachment to the application.



PERSONAL DATA SUBJECT APPLICATION FORM

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 5 / 6

INFORMATION ON DATA SUBJECT APPLICATION RIGHT

1. DATA SUBJECT'S RIGHT OF APPLICATION

- **Scope of the Right of Application**

Pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data (hereinafter referred to as "KVKK" and/or "Law"), as data subjects, you have the right to request the following issues by applying to us:

- (1) Learn whether your personal data is being processed,
- (2) Request information if your personal data has been processed,
- (3) To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- (4) Learning the third parties to whom your personal data is transferred domestically or abroad,
- (5) To request correction of your personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred,
- (6) To request the deletion, destruction or anonymization of your personal data in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred,
- (7) To object to the occurrence of a result against you by analyzing the processed data exclusively through automated systems,
- (8) To request compensation for damages in case you suffer damage due to unlawful processing of your personal data.

- **Circumstances Excluded from the Right to Apply**

Pursuant to Article 28 of the KVKK, it is not possible for personal data owners to assert their rights on the following issues since the following situations are not covered by the KVKK:

- (1) Processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that such processing does not violate national defense, national security, public security, public order, economic security, privacy or personal rights or constitute a crime.



PERSONAL DATA SUBJECT APPLICATION FORM

Document No.: QVV-KVKK-09

Issue Date : 27.09.2021

Revision : 00

Page : 6 / 6

(2) Processing of personal data for purposes such as research, planning and statistics by anonymizing them with official statistics.

(3) Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defense, national security, public security, public order or economic security.

(4) Processing of personal data by judicial or enforcement authorities in relation to investigations, prosecutions, trials or executions.

Pursuant to Article 28/2 of the KVKK; In the cases listed below, it is not possible for personal data owners to assert their rights, except for requesting compensation for the damage:

(1) Processing of personal data is necessary for the prevention of crime or criminal investigation.

(2) Processing of personal data made public by the personal data subject himself/herself.

(3) Personal data processing is necessary for the execution of supervisory or regulatory duties and disciplinary investigation or prosecution by the competent and authorized public institutions and organizations and professional organizations in the nature of public institutions based on the authority granted by the law.

(4) Processing of personal data is necessary for the protection of the economic and financial interests of the State in relation to budgetary, tax and fiscal matters.

2. FINALIZATION OF APPLICATIONS

In accordance with Article 13 of the KVKK, in the event that personal data owners submit their requests regarding their personal data to us in writing (with wet signature or e-signature replacing wet signature) or by other methods determined by the Personal Data Protection Board, we, as the data controller, finalize the request as soon as possible and within thirty (30) days at the latest, depending on the nature of the request.

In order to ensure the security of the data, we may request information from the applicant to determine whether the applicant is the owner of the personal data subject to the application. In addition, in order to ensure that the application of the personal data owner is finalized in accordance with the request, the personal data owner may be asked a question regarding the application.

In cases where the application of the data subject is likely to prevent the rights and freedoms of other persons, requires disproportionate effort, the information is publicly available information, the request may be rejected by us by explaining the reason.