

ALTINOVA YAT İNŞAACILAR SAN.VE TİC.AŞ.
APPLICATION FORM AS TO USAGE OF DATA SUBJECT RIGHTS

You can submit your requests to our Company relating to your rights regulated under the Article 11 of the Personal Data Protection Law numbered 6698 through this form and the ways explained below according to the Article 13 of the said Law and Article 5 of the Communiqué on Procedures and Principles of Application to the Data Controller.

Your request will be replied as soon as possible and within 30 days at most. According to the content of this form and your request, information and documents requested from you must be provided to us completely and accurately. In case the required information and documents are not provided properly, there may be disruptions in the full and qualified conduct of the researches to be carried out by our Company on your request.

We may contact you in case of any lacking, inadequacy or vagueness as regards to your documents in order to clarify your request as soon as possible. The application evaluation period of 30 days shall suspend until such information and documents are provided to our Company as required. In such case, our Company's legal rights are reserved. Therefore, the form should be sent according to the content of your request and including the required information and documents.

WAY OF APPLICATION	ADDRESS FOR THE APPLICATION	INFORMATION
application in person with wet signature or through notary	Hersek Mh.İpekyolu 1.Sok.No:2/1 Altinova- Yalova	“Information Request under the Law on Protection of Personal Data” shall be written on the envelope/ certificate of service
Via secure electronic signature or Registered Electronic Mail (KEP) address	altinovayat@hs01.kep.tr	“Information Request under the Law on Protection of Personal Data” shall be written in the subject part of the E-mail.
Via Mobile signature or e-mail [By using the e-mail address previously notified to the data controller by the data subject and registered in the data controller's system.]	info@altinovayat.com	“Information Request under the Law on Protection of Personal Data” shall be written in the subject part of the E-mail.

1. Identity and Contact Information of Data Subject

Name-Surname	:	
ID No / Passport No	:	
Residential Address / Work Address	:	
Cell Phone Number	:	

Phone Number	:	
E-mail Address	:	

2. Your Relationship with our Company

Your Relationship with our Company	:	Client	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Other <i>(please fill in)</i>	<input type="checkbox"/>
		Employee	<input type="checkbox"/>	Former Employee:	<input type="checkbox"/>	Employee of a Third Party <i>(please fill in the title of the Company)</i>	<input type="checkbox"/>

3. Information On Choice Of Right To Be Used By The Data Subject

(Please tick the box/boxes nearby the sentences most relevant to your request)

<input type="checkbox"/>	I hereby request information on whether your Company processes my personal data or not.
<input type="checkbox"/>	I hereby request have further information on data processing activities if your company processes my personal data
<input type="checkbox"/>	I hereby request information on the purpose of processing of my personal data, and whether my data are being processed in compliance with such purpose or not, if your company processes my personal data.
<input type="checkbox"/>	If my data are transferred within the country or abroad I hereby request information about the third-party recipients to whom my data are transferred.
<input type="checkbox"/>	I believe my personal data are processed insufficiently or inaccurately and I hereby request rectification thereof.
<input type="checkbox"/>	I hereby request erasure or destruction of my personal data, although personal data was processed in accordance with the law and other related laws and regulations.
<input type="checkbox"/>	I hereby request rectification of my personal data also before the recipients to whom data were transferred, which I believe processed insufficiently or inaccurately.
<input type="checkbox"/>	I hereby request erasure or destruction of my personal data of also before the recipients to whom data were transferred.
<input type="checkbox"/>	I believe that my personal data are processed solely by automatic means by your Company and that negative consequences about myself have raised upon this analysis. I hereby object to these consequences.

4. Explanation about the Request

Please specify below in detail your request relating to your personal data. Information and documents should be attached to your application.

5. Annexes

Please specify the documents you would like to support your request with, if any.

.....
.....

This application form is drafted in order to respond to your request correctly and in due time by determining your relationship with our Company and, if any, your personal data processed by our Company in precise. Our company reserves the right to request additional document and information (Copy of Identification Card or Driver’s License, etc.) for the purpose identification and authorisation check, in order to eliminate the legal risks from illegal and unjust data sharing and especially ensuring the security of your personal data.

If the information you conducted within the scope of the form is not correct or up-to-date or in case of an unauthorized application, our company declines any responsibility arising from the requests regarding the incorrect information or unauthorized application. You hold all the responsibility arising from illegal, misleading, or incorrect applications.

Select the Method of Notifying You of the Response

- I would like the reply to be delivered to my address specified in the first part.
- I would like the reply to be delivered to my e-mail address specified in the first part
- I would like the receive the response in person

Data Subject / Person Applying on Behalf of Another Person

Name- Surname :
Application Date :
Signature :