Personal data owners (hereinafter referred to as the “Applicant”), defined as the data subject or relevant person in Law no. 6698 on the Protection of Personal Data (the “Law” or the “Privacy Act”), are granted the right to make certain requests regarding processing of personal data as per Article 11 of the Law on the Protection of Personal Data.

As per paragraph 1, Article 13 of the Law, applications for any such requests to our University as the data controller are required to be submitted in writing or by any other means as determined by the Committee on the Protection of Personal Data (the “Committee”).

Within this framework, applications to be submitted “in writing” to our University shall be made by printing out this application form and submitting this form:

* by personal application of the Applicant or the person duly authorized by a valid Power of Attorney on behalf of the Applicant;
* through Notary;
* by sending an electronic mail to the University’s registered e-mail address by the Applicant upon signature by “secure electronic signature” as defined in Electronic Signature Act no. 5070.

In the table below, information specific to each method on how to submit written applications is provided.

|  |  |  |
| --- | --- | --- |
| Method of Application | Address to submit the Application | Information to be included in the Application |
| Personal Application (Application by the Applicant in person by submitting an ID to prove his or her identity) | İstanbul Kültür UniversityE5 Karayolu Üzeri, Bakırköy 34158 İstanbul Has Caddesi, Cibali 34083 Istanbul, Turkey | Please write “Request for Information as per the Law on the Protection of Personal Data” on the envelope. |
| Notification by Notary | İstanbul Kültür UniversityE5 Karayolu Üzeri, Bakırköy 34158 Istanbul, Turkey | Please write “Request for Information as per the Law on the Protection of Personal Data” on the notification envelope. |
| Application via e-mail to KEP (Registered Electronic Mail) with “secure e-signature” | kulturuni@hs03.kep.tr  | Please write “Request for Information as per the Law on the Protection of Personal Data” on the subject field of the e-mail. |

The applications submitted to us will be finalized within 30 days from the date of receipt of such application based on the nature of the request as per paragraph 2, Article 13 of the Law. Our response will be provided in writing or in electronic environment (e.g. via e-mail) as per the provision of Article 13 of the Law.

1. Applicant’s Contact Information:

|  |  |
| --- | --- |
|  Name: |  |
|  Last Name: |  |
| Turkish ID Number: |  |
| Phone Number: |  |
| E-mail:(to provide a response to applications submitted via e-mail to KEP)  |  |
| Address: |  |
|  |
|  |

1. Please specify your relationship with our University. (Student, grad student, relative of a student or grad student, business associate, employee, employee candidate, former employee, third-party company employee, etc.)

|  |  |
| --- | --- |
| * Student
* Grad Student
 | * Employee
 |
| □ Job Application / CV Submitted on: ........................................................................ (Date) |
| □ Third-Party / Company Employee (Please specify company name and job position.).................................................................................................................................................... |
| □ Former Employee Years of Employment:.......................................................... |
| □ Business Associate Company Details:........................................................... |
| □ Other:...................................................................................................................................................................................................................................................................................................... |

1. Please specify below in detail your request within the scope of the Law:

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1. Please Select the Notification Method to Receive Our Response to Your Application:
* I would like the response to be sent to my address.
* I would like the response to be sent via e-mail to KEP address.
* I would like to receive in person.

(In case of receipt by proxy, the assignee is required to show a notarized power of attorney or a certificate of authority to prove such capacity as a proxy.)

This application form is issued in order to provide a response to your relevant application in an accurate manner within the given legal period following determination of your relationship with our University and identification of all your personal data processed by our University, if any. Our University reserves the right to request for additional documents and/or information (a copy of personal ID or driver’s license, etc.) for identification and authorization with an aim to prevent any kinds of legal risks that may arise out of illegal and unfair data sharing and ensure security of your personal data in particular. In case any information on the requests submitted in this form is not accurate and/or up-to-date, or in case of any unauthorized application, our University shall not be held liable for any requests arising out of such inaccurate information or unauthorized application thereof.

Applicant (Personal Data Owner)

Name-Last Name :

Application Date :

Signature :