**RELEVANT PERSON (PERSONAL DATA OWNER) APPLICATION FORM FOR THE PROTECTION OF PERSONAL DATA**

**DATA OWNER APPLICATION FORM**

**GENERAL EXPLANATIONS:**

In article 11 of the Law, it is stipulated that Personal data owners defined as the data subject in the Personal Data Protection Law No. 6698 (“KVK Law”) can use the rights granted to their personal data (“Data Owner”) and must apply to the Data Controller in order to exercise these rights.

Pursuant to paragraph 1 of Article 13 of the Law, the applications regarding these rights must be submitted to the data controller OTD ULUSLARARASI BİLİŞİM TEKNOLOJİLERİ TEKNİK DESTEK ve DANIŞMANLIK TİCARET LİMİTED ŞİRKETİ (“Data Controller” or “OTD”) through the following methods.

**Application Method:**

In accordance with the 1st paragraph of the 13th article of the Law No. 6698 and the Communiqué No. 30356 on the Procedures and Principles of Application to the Data Controller dated 10.03.2018; You can submit your request regarding the exercise of your above-mentioned rights in Turkish and in writing, or by using your registered electronic mail (KEP) address, secure electronic signature, mobile signature or your e-mail address available in OTD records. OTD reserves the right to verify your identity before replying.

In your application;

1. Your name, surname and, if the application is in writing, your signature,
2. For citizens of the Republic of Turkey, your TR ID number; your nationality if you are a foreigner; your passport number or ID number, if any,
3. Your place of residence or workplace address for notification,
4. Your e-mail address, telephone and fax number, if any,
5. Your request subject,

shall be included and, if any, relevant information and documents must be attached to the application.

* You can make your written applications by filling out this form and attaching the necessary documents to our address as the data controller at OTD ULUSLARARASI BİLİŞİM TEKNOLOJİLERİ TEKNİK DESTEK ve DANIŞMANLIK TİCARET LİMİTED ŞİRKETİ; Cevizli Mah. Zuhal Cad. No: 46 Ritim İstanbul A-1 Blok D:55 34846 Maltepe – İSTANBUL, and to Otd.Hukuk@onlineteknikdestek.com for applications via e-mail. According to the nature of this form and your request, information and documents must be provided to us completely and accurately.

If the requested information and documents are not provided properly, there may be problems in the full and qualified conduct of the researches to be carried out by OTD based on your request. In this case, OTD declares that it reserves its legal rights.

**Contact Information of the Applicant:**

In order to get to know you regarding your application and to carry out the necessary examination in our system as OTD according to your request, the information stated below is requested. Our answers will be delivered to you in writing or electronically. Therefore, please specify the channel you want us to reach you and the relevant information below:

• Name:

• Surname:

• Turkish Identity Number:

• Date of birth:

• Email:

(We will be able to respond to You faster if you specify)

• Address:

• Phone number:

In order to ensure the security of your personal data, OTD may contact you to confirm that you are the data owner, and may request some information and documents from you in this regard within seven (7) days from the date your application for information is received by the OTD.

In case the requested information and documents are missing, the information and documents will have to be completed and forwarded to us upon our request. Until the information and documents are fully transmitted to us, the thirty (30) day period specified in article 13/2 of the Law regarding the conclusion of the request will be suspended.

In order to evaluate your application, please indicate your relationship with our company by answering the information below.

Reason for relationship:

o Customer

o Visitor

o Business Partner

o Dealer

o Supplier

o Former Employee

o Job Application/CV Submitter

o Other …………………………

Description (source of your communication, unit you are in contact with, date, duration of attachment, contract, etc.):

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In order to evaluate your application to us, please indicate in detail your request within the scope of your rights under Article 11 of the Personal Data Protection Law No. 6698, which is stated in the first part of this form:

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**Please choose the method of notifying you of our response to your application:**

* I want it sent to my address.
* I want it to be sent to my e-mail or KEP address.

*(If you choose e-mail method we will be able to respond you faster.)*

* Elden teslim almak istiyorum.

***(****We will be able to respond to you faster if you choose the e-mail method.)*

In line with the requests I have stated above, I request that my application to your company be evaluated in accordance with Article 13 of the Law and inform me.

**Applicant (Personal Data Owner):**

**Name and surname :**

**Application date :**

**Signature :**

**Clarification Text**

This application form has been prepared in order to define your relationship with our Company for the evaluation and conclusion of your application, to respond to the requests in your application, to determine your personal data as the relevant person and to respond to your relevant application correctly and within due time in accordance with applicable legislations. OTD reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization determination, in order to eliminate legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests you submit within the scope of the form is not correct and up-to-date or an unauthorized application is made; OTD does not accept responsibility for such false information or unauthorized application requests. In case of an unauthorized application and if it is determined that the information is not correct and up-to-date; Our Company will not take any responsibility and in this case, our Company reserves the right to reject the application. The information and documents specified in this form and communicated to us will be processed by our Company limited to the purposes of evaluating, responding and finalizing the application made in accordance with Article 13 of the Law. The information obtained within the scope of this form and application may be collected in written, verbal, electronic or physical environment. In line with the investigation carried out within this scope, the relevant information may be shared with the company and its affiliates, as well as with third parties and companies from which service is received, such as a lawyer's office, in order to finalize the application in question.

**Data Controller:** OTD ULUSLARARASI BİLİŞİM TEKNOLOJİLERİ TEKNİK DESTEK ve DANIŞMANLIK TİCARET LİMİTED ŞİRKETİ

E-mail address : Otd.Hukuk@onlineteknikdestek.com

Telephone: 0212 335 6456

**Applicant (Personal Data Owner):**

**Name and surname :**

**Application date :**

**Signature :**