

# PERSONAL DATA PROTECTION LAW DATA SUBJECT APPLICATION FORM

## 1. GENERAL

This Application Form hereby has been issued by **Maltepe University** (hereinafter referred to as "UNIVERSITY") in order to be able to evaluate and resolve in an effective and comprehensive manner, the applications which will be made by you, data subjects, in accordance with Articles 11 and 13 of Personal Data Protection Law numbered 6698 ("PDP Law").

## 2. MEANS OF APPLICATION

You, data subjects may send your requests specified within the framework of the KVK Law to the University (hereinafter referred to as data controller) in writing in accordance with articles 11 and 13 of KVK (PDP) Law by filling out this form or by other means that shall be determined by the Board:

- ✓ by personally submitting a signed copy of the data subject application form to the address of 'Marmara Eğitim Köyü 34857 Maltepe / İSTANBUL" or by proxy authorized by a power of attorney with special authorization,
- ✓ by mailing a signed copy of the data subject application form to the address of 'Marmara Eğitim Köyü 34857 Maltepe / İSTANBUL", by means of registered letter,
- ✓ by e-mailing a signed copy of data subject application form to [maltepeuniversitesi@hs01.kep.tr](mailto:maltepeuniversitesi@hs01.kep.tr) as e-signed.

*(Please send your application in a sealed envelope with the note of "Sent under the Law on the Protection of Personal Data No. 6698" on the envelope.)*

## 3. INFORMATION ABOUT DATA SUBJECT

We kindly ask you to complete the following chart in order to ensure that we can recognize you and to conduct the necessary research, evaluation and analysis in relation to your application which will shall be made in accordance with the relevant article of KVK (PD) Law.

Name and Surname*	
TR Identity Number*	
Address*	
Phone Number*	
E-mail Address*	
Fax Number (Optional)	

The personal data you have submitted to us above are collected in order to evaluate the form, finalize it and contact you, and are not subject to data processing for other purposes.

Please specify in the space below whether the current relationship is still ongoing by ticking the appropriate option regarding your relationship with the UNIVERSITY.

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Student

Employee Candidate

Business Partner

Employee

Visitor

Prospective Student

Other (Please specify \_\_\_\_\_)

## 4. REQUESTS OF DATA SUBJECT

As a data subject, please tick the relevant box on the list below for the case(s) you would like to have information under Articles 11 and 13 of KVK (PDP) Law.

REQUEST	REQUIRED INFORMATION/DOCUMENT	PREFERENCE
1. I would like to know whether my personal data are processed by the UNIVERSITY	Please specify if you require information regarding a specific data type. .....	
2. I would like to know the purpose of processing of my personal data by the UNIVERSITY.	Please specify if you require information regarding a specific data type. .....	<input type="checkbox"/>
3. I would like to know whether my personal data are used for the intended purpose.	Please specify if you require information regarding a specific data type. .....	<input type="checkbox"/>

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<p><b>4.</b> If my personal data are transferred to third parties at home or abroad, I would like to know the third parties to whom my personal data are transferred.</p>	<p>Please specify if you require information regarding a specific data type. .....</p>	<input type="checkbox"/>
<p><b>5.</b> I think my personal data are processed incompletely or inaccurately, and I would like them to be corrected.</p>	<p>Please specify the data that you think is incomplete and incorrectly processed and how this data should be. .....</p>	<input type="checkbox"/>
<p><b>6.</b> I request my personal data that I consider incompletely and incorrectly processed to be corrected before the third parties they have been transferred to.</p>	<p>Please specify the data that you think is incomplete and incorrectly processed and how this data should be. .....</p>	<input type="checkbox"/>
<p><b>7.</b> I request erasure or destruction of my personal data since the reasons necessitating their processing no longer exist.</p>	<p>Please specify the data that is subject of your request and the result that you consider against you. Please include the supporting information and documents regarding these issues in the attachment of the form. .....</p>	<input type="checkbox"/>
<p><b>8.</b> I request erasure or destruction of my personal data by the third parties to whom my personal data have been transferred to, since the reasons necessitating their processing no longer exist.</p>	<p>If this request is related to only a part of your personal data, specify which data they are and the reason for your request with the supporting information and documents, please provide the supporting information and documents regarding these issues in the attachment of the Form. .....</p>	<input type="checkbox"/>

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<p><b>9.</b> I am of the opinion that my personal data processed by the University are exclusively analyzed by means of automated systems; which yields a result that is against me. I raise objections against this result.</p>	<p>Please specify the reason of your request and the result of your request to obtain information, please provide the supporting information and documents regarding these issues in the attachment of the Form. .....</p>	<p><input type="checkbox"/></p>
<p><b>10.</b> I demand compensation for the damages that I have suffered due to unlawful personal data processing operations.</p>	<p>Please specify the reason for this request and the damage you think you have suffered from in the space below; Please provide the supporting information and documents regarding these issues (Personal Data Protection Board or court decisions) in the attachment of the Form .....</p>	<p><input type="checkbox"/></p>

For applications to be made by third parties on behalf of the data subject, this form and a power of attorney with special notarized authorization, and for applications to be made on behalf of children under custody / guardianship, this form and a copy of the documents proving the custody / guardianship relationship approved by the relevant authorities or electronically signed should be sent to us.

In order to ensure the security of your personal data; the University will be able to contact you *within the shortest time possible* as of the date of delivery of your application for information to the University to confirm that you are the data subject and request certain information and documents from you accordingly.

### 5. FINALIZATION OF REQUESTS OF DATA SUBJECT

Your demands set forth in the requests shall be concluded within the shortest time by taking into account the nature of your demand and at the latest within thirty days. Our responses and assessments shall be notified to you in writing or through the electronic media in accordance with Article 13 of the relevant Law, according to your preference in this application form. If you have a preference for the application result to be sent by mail, e-mail or fax, please specify below:

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I would like the result of my application to be sent to my e-mail address.	<input type="checkbox"/>
I would like the result of my application to be mailed to my address	<input type="checkbox"/>
I would like the result of my application to be sent by fax.	<input type="checkbox"/>

Your requests shall be concluded free of charge by the UNIVERSITY. However, if response process requires additional costs, fees laid down within the frame work of relevant legislation may be charged. If the request is justified and if the request is made due to the fault of the data controller, the fee is refunded to data subject.

The Personal data in this form shall be processed by non-automatic methods in limited conditions in order to fulfill the legal obligation. The personal data can be processed in limited conditions in the for processing purposes specified in Article 5 of the law and can be transferred to relevant public institutions and organizations for the reasons specified in Article 8.

### 6. DECLARATION BY THE DATA SUBJECT

I hereby request the evaluation and conclusion of my right to information application that I have made pursuant to the KVK (PDP) Law within the scope of the above-mentioned request/requests; I accept, declare and undertake that the information and documents I have provided you in this application are accurate, up-to-date and belongs to me.

<b>Data Subject</b>	
Name Surname	
Application Date	
Signature	