



**DATA SUBJECT
APPLICATION FORM**

Preparation date: 07.11.2019

Revision Date:03.03.2021

DATA SUBJECT APPLICATION FORM

Personal data subjects ("Applicant"), who are defined as the person concerned in the Personal Data Protection Law No.6698 ("KVKK") are granted make certain application rights regarding their requests regarding the processing of their personal data in accordance with Article 11 of the KVKK. KVKK; The applications to be made to our data controller Company regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

In accordance with Article 13 of the Law on PDP, your written applications, which you will submit to us through the following channels, will be concluded free of charge within 30 days at the latest from the date your request is received by our Company. However, in case the transaction requires a separate cost, the fee determined by the Board shall be charged.

CONTACT INFORMATION OF THE APPLICANT

Your personal data, which must be submitted by you within the scope of this form, are collected in order to evaluate, finalize and communicate with you and are not subject to data processing for other purposes.

Name and Surname	
R.T. ID Number	
Mobile phone	
Residence address	
Business Address	
E-mail address	

PLEASE INDICATE THE RELATIONSHIP BETWEEN OUR COMPANY AND YOU.

Employee	
Employee Candidate	
Customer	
Visitor	
Business partner	
Other (Please specify)	

Does your relationship with our company still continue?	
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FR-KVKK-009-01

Prepared by	Approved by
PDP Committee	General Manager



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REQUEST OF THE APPLICANT:

The rights of the data subject are listed below; please tick the appropriate box (s) for your request.

to learn whether the personal data has been processed,	
To demand information in case the personal data has been processed,	
To learn the purpose of processing the personal data and whether they are used accordingly,	
To know the third parties in which the personal data is transferred in land or abroad,	
To request that the procedures for correction of the personal data, and to request notification of the transaction made within this scope to third parties to whom personal data has been transferred, <i>Upon request, the following information and documents should be submitted to our Company:</i> <ul style="list-style-type: none"> ➤ <i>The content of your personal data that you think is incomplete or inaccurate and you want to be corrected.</i> <i>Documents showing correct and complementary information of your personal data</i>	
To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the law on PDP and other relevant laws, <i>Upon request, the following information and documents should be submitted to our Company:</i> <ul style="list-style-type: none"> ➤ <i>The content of your personal data that you think is incomplete or inaccurate and you want to be corrected.</i> ➤ <i>Documents showing correct and complementary information of your personal data</i> 	
To request the " deletion or destruction " of personal data and to communicate the circumstance to third parties to whom the personal data transferred in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the law on PDP and other relevant laws, <i>Upon request, the following information and documents should be submitted to our Company:</i> <ul style="list-style-type: none"> ➤ <i>The content of your personal data that you think is incomplete or inaccurate and you want to be corrected.</i> ➤ <i>Documents showing correct and complementary information of your personal data</i> 	
To make objection in the event of an occurrence of an unfavorable result in case your personal data is processed exclusively by means of automated systems,	
To claim for your loss in case you have damages because your personal data has	

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been processed in illegal manner.

EXPLANATION ON REQUEST

(Please indicate your request under the PDP Law in detail.)

APPLICATION CHANNELS:

Written applications to our company can be made to the following application addresses by filling out this form completely and sending it to us by any of the following means.

Application Procedure	Application Address	Method	Remarks
Physical Application	ASO 2. ve 3. OSB Alcı OSB Mah. 2007 Cad. No:14, TEMELLİ, Ankara, TURKEY, 06930, 06930 Ankara	By coming to the address	You must come with a document that demonstrates your identity.
Online application	kvkk@somas.com.tr	E-mail with secure electronic signature or mobile signature	It must be signed by the Applicant with Secure Electronic Signature or Mobile Signature and the phrase "Personal Data Protection Law Information Request" must be included in the subject part of the e-mail.

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PLEASE SELECT THE METHOD OF SUBMITTAL OF RESPONSE TO YOUR APPLICATION.

I request it to be sent to my address.	
I request it to be sent to my e-mail address.	
I request to receive it by hand.	

This application form has been drawn up in order to be able to respond to your relevant application accurately and in legal time by determining your relationship with our Company and determining your personal data processed by our Company, if any. Our Company reserves the right to request additional documents and information (copy of identity card, copy of driving license or power of attorney, etc.) for identification and authorization, in order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data. In case the information regarding your requests within the scope of the form is not correct and up-to-date, or an unauthorized application is made, our Company does not accept any liability for such incorrect information or requests arising from unauthorized application. Our company may also ask a question to the Applicant about the application in order to ensure that the application of the applicant is concluded in accordance with the request.

Applicant's Name-Surname	
Application date	
Signature	

If you are applying on behalf of someone else, you must submit the documents issued / approved by the competent authority (document showing that you are a parent / guardian, power of attorney with special authority, etc.) together with the application form. Likewise, in order for our company's response to the application to be received by hand on behalf of someone else, the said documents must be submitted.

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