



DATA SUBJECT APPLICATION FORM

[version 1.0]

As “ACCERT Sertifikasyon, Belgelendirme, Danışmanlık, Eğitim ve Denetim A.Ş.” (ACCERT), especially the protection of fundamental rights and freedoms, the protection of privacy regarding private life, the provision and protection of information security and respect for ethical values are among our primary principles. Article 11 of the Law No. 6698 on the Protection of Personal Data (“KVKK”), titled as “Rights of the Natural Person”, gives Data Subjects the right to make certain requests regarding the processing of their personal data. ACCERT, as a Data Controller, has prepared this application form in order to enable Data Subjects to exercise these rights and to fulfill the obligation of disclosure in Article 10 of the KVKK.

Pursuant to Article 11 of the KVKK, you can use your rights listed below, by applying to ACCERT through filling in all the information specified in the Form attached:

- to learn whether your personal data are processed or not,
- to demand for information as to your personal data have been processed,
- to learn the purpose processing of your data and whether these personal data are used in compliance with the purpose,
- to know the third parties to whom your personal data are transferred in the country or abroad,
- requesting the rectification of your personal data in case of incomplete or inaccurate processing and requesting the notification of the operation made in this context to third parties to whom the personal data has been transferred,
- requesting the erasure or destruction of your personal data in the event that the reasons requiring the data be processed disappear, although it has been processed in accordance with the provisions of the KVKK and other relevant laws, and requesting the notification of the operation carried out in this context to the third parties to whom the personal data has been transferred,
- to object to the occurrence of a result against the person himself / herself by analyzing the processed data solely through automated systems,
- to claim compensation for the damage arising from the unlawful processing of your personal data.

Pursuant to Article 13 of the KVKK, Data Subjects must submit their requests in writing to our Company or by other methods to be determined by the Personal Data Protection Board (“Board”).

In this context, the applications to our Company can be submitted to us free of charge, by taking a printout after filling out this form, through one of the following three methods:

Application Method	Address to Apply	What to do
1. By applying to ACCERT in Person <i>(It is obligatory for the Data Subject to have the documents proving her / his identity with herself / himself</i>	Kızılırmak Mah. Dumlupınar Bulvarı YDA Center No:9A İç Kapı No:158 06510 Çankaya - ANKARA / TÜRKİYE	On the envelope, “Personal Data Protection Information Request” should be written.



<p>2. By Applying with a Notification, Through a Notary Public</p>	<p>Kızılırmak Mah. Dumlupınar Bulvarı YDA Center No:9A İç Kapı No:158 06510 Çankaya - ANKARA / TÜRKİYE</p>	<p>On the notification envelope, “Personal Data Protection Information Request” should be written.</p>
<p>3. By Sending an E-mail</p>	<p>Submitting it in writing using your e-mail address previously notified to ACCERT and registered in the ACCERT system.</p>	<p>The subject of the e-mail should be: “Personal Data Protection Law Information Request”</p>

It is not possible for third parties to use the right to receive information on behalf of data subjects, as regulated in Article 11 of KVKK.

In order for the data subject to make a request for personal data relating to a person other than herself / himself, the wet inked signature and notarized original of the special power of attorney, issued by the data subject on behalf of the person to apply, must be submitted.

Pursuant to article 13/2 of KVKK, your applications submitted to us, depending on the nature of the request, will be answered within 30 (thirty) days from the date it is delivered to ACCERT. Our replies will be delivered to you in writing or electronically, pursuant to article 13 of KVKK.

Data Controller:

“ACCERT Sertifikasyon, Belgelendirme, Danışmanlık, Eğitim ve Denetim A.Ş.”

Adress : Kızılırmak Mh. Dumlupınar Bl. YDA Center No:9A İç Kapı No:158 06510 Çankaya-ANKARA
Phone Number : 0 312 418 18 18
E-mail Adress : accert@accert.com.tr
Web Adress : <https://accert.com.tr>



APPLICATION FORM

Name	
Surname	
Identification Number	
Phone Number	
E-mail	
Address	
Your business relationship with ACCERT <i>(Customer, customer officer, employee candidate, ex-employee, third-party company employee / official, shareholder, etc.)</i>	
The unit you are in contact within ACCERT	
Attach the explanation of your application and the documents related to your request to this form <i>(Please specify your request within the scope of KVKK in detail)</i>	
Please indicate your preference of response to your application	<input type="checkbox"/> I want it to be sent to my address. <input type="checkbox"/> I want it to be emailed. <input type="checkbox"/> I want it to be hand-delivered.

This application form is prepared to identify your relationship with "ACCERT Sertifikasyon, Belgelendirme, Danışmanlık, Eğitim ve Denetim A.Ş." (ACCERT), fully determining your personal data processed by ACCERT, if any, in order to respond to your application in accurate and legal time. ACCERT reserves the right to request additional documents (identity card, etc.) for identification and authorization, 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, ACCERT does not accept any responsibility for such false information or requests originating from unauthorized applications.

In addition, please do not share documents / information containing personal data, except, when necessary, in accordance with the nature of the work done. If there is personal data in the documents sent, please delete the personal data from the document in question or share it by anonymizing it. Although not required by the nature of the business, we have no responsibility for the personal data you share.

Applicant (Data Subject)

Name Surname :

Application Date : / / 20....

Signature :

