# PÜF YAPIM ŞİRKETİ

# DATA OWNER APPLICATION FORM

**1. GENERAL**

1. This Application Form2 has been prepared by **PÜF Yapım** (“**Company**”) in the capacity of data controller in order to be able to quickly, effectively and comprehensively evaluate and resolve the applications to be made by you, the data owners, pursuant to Articles 11 and 131 of the Law No. 6698.

# 2. APPLICATION METHOD

You, the data owners, pursuant to Articles 11 and 13 of the KVKK; can submit your requests regarding the implementation of KVKK in writing by filling out this form or by the following methods to be determined by the Board to our Company, which is the data controller:

* + By applying personally to “Maslak Mah. Büyükdere Cad. No: 237 Noramin İş Merkezi Kat: 4 Sarıyer/Istanbul” address, with a wet signed copy of the application form of this data owner,
	+ A wet signed copy of this data owner application form to “Maslak Mah. Büyükdere Cad. No: 237 Noramin İş Merkezi Kat: 4 Sarıyer/Istanbul” by registered letter with return receipt requested,
	+ A wet signed copy of this data owner application form to the e-mail address kvkk@pufyapim.com  with electronic signature.

# INFORMATION ABOUT THE DATA OWNER

In accordance with the relevant article of KVKK, regarding your application, we kindly ask you to fill in the following information completely so that we can get to know you and make the necessary research, evaluation and analysis by our Company:

1 You can review our Clarification Text on [\*] to learn about your rights specified in Articles 11 and 13 of the KVKK and for detailed information about our Company's data processing policy.

2 If you have any questions about filling out the Application Form, you can reach us via [\*] phone number and [\*] e-mail address.

# Applicant Contact Information Name-Last Name\* :

**TR ID Number\* : Phone Number\*:**

**E-mail\* :**

# Address\* :

*\*Required fields.*

Your personal data that you have provided to us above are collected in order to evaluate and finalize this form and to contact you, and are not subject to data processing for other purposes.

# Relationship Between the Applicant and Our Company

Please tick the appropriate option regarding your relationship with our company and indicate whether the current relationship is still ongoing.

* 1. Customer
	2. Visitor
	3. Business Partner
	4. Former/Current Employee (Year you worked: )
	5. Employee Candidate
	6. Other (Please specify )

Indicate the unit and subject you are in contact with our company;

Unit: Subject: Continuation status of the current relationship:

# REQUESTS OF THE DATA OWNER

 Please tick the situation/s you want to be informed about in accordance with Articles 11 and 13 of the Law on the Protection of Personal Data.

1. I want to know whether my personal data is processed by PÜF Yapım.

*If you want to get information about a special data type, please specify.*

1. I would like to learn for what purpose my personal data is processed by PÜF Yapım.

*If you want to get information about a special data type, please specify.*

1. I would like to learn whether my personal data is used by PÜF Yapım in accordance with its purpose.

*If you want to get information about a special data type, please specify.*

1. If my personal data is transferred to third parties at home or abroad, I would like to know the third parties.

*If you want to get information about a special data type, please specify.*

1. I think that my personal data is incomplete or incorrectly processed and I want them corrected.

*Please indicate the information that you think is incomplete and incorrectly processed and how this information should be correct.*

1. I want my personal data that I think is incomplete/incorrectly processed to be corrected by the third parties to whom it is transferred.

*Please indicate the information that you think is incomplete and incorrectly processed and how this information should be correct.*

1. I want my personal data to be deleted/destroyed due to the disappearance of the reasons requiring their processing.3

*Indicate what the data owner to this request is and what the result you think is against you. Please include the supporting information and documents related to these issues in the annex of the Form.*

1. I want my personal data to be deleted/destroyed by the third parties to which they are transferred, due to the disappearance of the reasons requiring their processing.4

*If your request is for only some of your personal information, please indicate which data these are and the reason for your request, together with the supporting information and documents. Please include the supporting information and documents related to these issues in the annex of the Form.*

3 Pursuant to Article 7/3 of the KVKK, the procedures and principles to be envisaged by the regulation to be issued are reserved.

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1. I believe that my personal data processed by PÜF Yapım is analyzed exclusively through automated systems, and as a result of this analysis, there is a negative outcome for me. I object to this.

*Indicate the reason for this request and the result of the situation regarding your request for information. Please include the supporting information and documents related to these issues in the annex of the Form.*

1. I request compensation for the damage I have suffered due to the unlawful processing of my personal data.

*Indicate the reason for this request and the damage you think you have suffered in the space below. Please include the supporting information and documents related to these issues (Personal Data Protection Authority or court decisions) in the annex of the Form.*

# CONCLUSION OF THE DATA OWNER'S REQUEST

According to the nature of your request, In accordance with KVKK, it will be answered *as soon as possible and within thirty (30) days* at the latest from the date it reaches us.

# Please choose the method of notification of the response to your application.

1. I want it to be sent to my address via post.
2. I want it sent to my email address. (If you choose the e-mail method, ee will be able to respond to you faster.)
3. I want it to be sent via fax.
4. I want to receive it by hand.

In applications to be made by third parties on behalf of the data owner, a notarized power of attorney, and in applications to be made on behalf of children under custody/guardianship, a copy of the documents proving the custody/guardianship relationship should be sent to us together with this form.

This application form was created to establish your relationship with JCR-ER, as well as to fully determine your personal data handled by our company, if any, and to react to your application in a timely and legal manner. Our Company 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. If 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, Our company does not accept any liability for such wrong information or requests arising from unauthorized applications.

In case the requested information and documents are missing, upon our request, information and documents must be completed and sent to us.

Until the information and documents are fully transmitted to us, the thirty-day period specified in Article 13/2 of the KVKK regarding the conclusion of the request will be suspended.

Your requests will be concluded free of charge by PÜF Yapım, and if the response process creates an additional cost, a fee may be charged in the amounts determined within the framework of the relevant legislation.

# DATA OWNER STATEMENT

I request that the application for obtaining information that I have made pursuant to the KVKK be evaluated and finalized within the framework of the request/requests I have stated above. I accept, declare and undertake that the information and documents I have provided to you in this application are correct, up-to-date and belong to me.

# Applicant (Personal Data Owner)

Name and Last Name :

Date of Application :

Signature :