As Boğaziçi Eğitim Hizmetleri ve Ticaret Anonim Şirketi (“**Company**”) the protection of your fundamental rights and the freedom of individual, the protection of your privacy, personal data and respect for ethical principles and values are our utmost priority. Personal data owners described as the relevant person in the Law on Personal Data No: 6698 (LPPD) are granted some rights under the Article #11 of LPPD, to make certain requests regarding the processing of their personal data.Our company, as the Data Controller, has prepared this information application form in order to ensure that the Relevant Persons use these rights and to fulfil the clarification obligation stated in Article #10 of LPPD.

Pursuant to the article #11 of LPPD, by applying to our company and filling the form, you have the right to

1. Inquire whether your personal data is processed,
2. Request information, if your personal data has been processed,
3. Inquire information concerning the purpose of your personal data processing and whether such data is used in accordance with the intended purposes,
4. Know about the third parties to whom the personal data is conveyed,in Turkey or abroad,
5. Request any incompletely or inaccurately processed data to be corrected,
6. Request any personal data to be deleted or removed based on the conditions stated in the Article #7 of LPDP,
7. Request any personal data which is corrected, deleted or removed be communicated to the third parties to whom the personal data is conveyed,
8. Raise an objection to any consequence that you may encounter in the event that your personal data is analysed exclusively by means of automated systems,
9. Request the compensation of any damage you may incur, in the event that personal data is processed inappropriately against the law.

Pursuant to the Article #13 of LPPD, any application regarding any such rights, which will be submitted to our Company as the data supervisor, shall be made in writing or by other means specified by Personal Data Protection Board ( “The Board”). The applications to be lodged in “writing” to our Company pursuant thereto, can be submitted to us by printing out and filling out this form and sending to us (free of charge.)

The table below shows the written apllication methods and how these applications can be submitted to us:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Application method** | **Address to which the application will be submitted** | **Information to be indicated in the application submitted** |
| **1** | Application in person (The applicant is required to be present in person along with the documents validating his / her identity) | Acıbadem Mah. Çeçen Sk. 62 Ada 1341 Parsel Üsküdar/İSTANBUL | “ Information Request within the scope of Law on the Protection of Personal Data” shall be written on the envelope. |
| **2** | Notification through Notary Public | Acıbadem Mah. Çeçen Sk. 62 Ada 1341 Parsel Üsküdar/İSTANBUL | “ Information Request within the scope of Law on the Protection of Personal Data” shall be written on the envelope. |
| **3** | “Secure Electronic Signature” will be used via Registered Electronic Mail Address (KEP) | [kvkk.verbis@hs01.kep.tr](mailto:kvkk.verbis@hs01.kep.tr) | “ Information Request within the scope of Law on the Protection of Personal Data” shall be written in the subject line of the e-mail. |
| **4** | E-mail  (Your e-mail address recorded on the school system) | [kvkk@acibadem.k12.tr](mailto:kvkk@acibadem.k12.tr)  [insankaynaklari@acibadem.k12.tr](mailto:insankaynaklari@acibadem.k12.tr) | “ Information Request within the scope of Law on the Protection of Personal Data” shall be written in the subject line of the e-mail. |

It is not possible to place a request by third parties on behalf of personal data owners. In order for a person other than the personal data owner to make such a request, there must be a special power of attorney issued by the personal data owner in the name of the applicant.

These applications will be free of charge. However, if the transaction requires a respective cost, a fee will be charged as listed in the tariff specified by the Personal Data Protection Board.

The applications to be submitted pursuant thereto shall be processed as soon as possible, and in any case, no later than 30 days. Pursuant to the Article 13# of the Law on Protection of Personal Data, the evaluation of the application will be sent to the applicant via e-mail.

**Data Controller:**

Boğaziçi Eğitim Hizmetleri ve Ticaret Anonim Şirketi

Acıbadem Mah. Çeçen Sk. 62 Ada 1341 Parsel Üsküdar/İSTANBUL

Phone number : 0 216 510 52 30

Fax number : 0 216 510 52 34

İstanbul Ticaret Sicil Müdürlüğü/ MERSİS No: 046 4007 9160 00018

[www.acibadem.k12.tr](http://www.acibadem.k12.tr)

**APPLICATION FORM**

Please fill out the table below.

|  |  |
| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **T.R Identity Number:** |  |
| **Phone number:** |  |
| **E-mail:** |  |
| **Address:** |  |
| **Relationship of the applicant with our company** (*Client, business partner, candidate for a position, former employee, employee of third party companyshareholder, other etc.)* |  |
| **Department you are in contact within our company:** |  |
| **Please provide details and attach documents regarding your request** (please specify your request *within the scope of your rights mentioned above*): |  |
| **Please select the method of response by marking (x):** | □ I want it to be sent to me by mail.  □ I want it to be sent to me by e-mail.  □ I want to receive it in person. |

This application form is drawn up in order to determine your relationship with our Company and fully identify your personal data (if any) processed by our Company and to respond to your relevant application duly, properly and within the legal timeframe. Our Company reserves the right to request additional documents and information (copy of ID card or driver’s license, etc.) for the purposes of verification of ID and authority, in order to eliminate the legal risks that may arise due to illegal and unauthorized sharing of information and particulary to ensure the security of your personal data. Our Company does not assume any responsibility for any claims caused by incorrect information or unauthorized applications if any of the information you submit in the form is not accurate or current (up-to-date) or if an unauthorized application is lodged.

In addition, please do not share documents / information with personal data, except when required to the nature of work. If there is personal data in the documents sent, please delete the relevant personal data from the document in question or share it by making it anonymous. We have no responsibility regarding the personal data you have shared although it was not required due to the nature of the work.

|  |  |  |
| --- | --- | --- |
| **Applicant (Personal Data Owner)** | | |
| **Name Surname** | **:** | …………………………………………. |
| **Date of application** | **:** | ….../……/………… |
| **Signature** | **:** | …………………………………………. |