**IXPANSE TEKNOLOJİ LTD.ŞTİ.**

**REQUEST FORM FOR DATA SUBJECT**

**1. DATA SUBJECT’S RIGHTS:**

In accordance with Article 11 of the Turkish Law on Protection of Personal Data (Law No:6698) (“Law”), you, as “the Data Subject”, are entitled to request from the Company to:

1. Learn whether your personal data are being processed,
2. Request further information if your personal data have been processed,
3. Learn the purpose of processing of your personal data and whether your personal data are being processed in accordance with such purpose,
4. Learn the third-party recipients to whom your personal data are disclosed within the country or abroad,
5. Request rectification of your personal data that is incomplete or inaccurate, and to request notifying the third persons, to whom your personal data are disclosed, about the rectification process.
6. Despite being processed in accordance with the provisions of the Law or other related laws; request erasure or destruction of your personal data upon disappearance of the grounds of the process and request notifying the third persons, to whom your personal data are disclosed, about the erasure or destruction processes.
7. Object to negative consequences about you that arise as a result of analysis of your personal data made by solely automatic means,
8. Demand compensation for the damages that you have suffered as a result of an unlawful processing operation.

In accordance with Art. 13 of the Law, our Company acting in the capacity of data controller, shall respond to written requests within the shortest time possible depending on the content of the request, and within thirty (30) days at the latest.

**2. APPLICATION METHODS:**

Please submit your request to the Company in writing or via one of the methods specified under Art. 13 of the Law, and in Art.5 of the Communiqué on the Principles and Procedures for the Request to Data Controller, as shown below:

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| --- | --- | --- | --- |
| **APPLICATION METHOD** | **APPLICATION FORM** | **ADDRESS** | **INFORMATION TO BE GIVEN** |
| **1. IN WRITING** | Application in person, with wet signature, or via notary | Beştepe Mah., Nergiz Sokak No:7/2, İç Kapı:87, Yenimahalle, Ankara | With the note below on the envelope / notice: “*Request as per Law on the Protection of Personal Data*” |
| **2. VIA REGISTERED E-MAIL ADDRESS (KEP ADDRESS)** | Application through registered e-mail address (KEP address) | [ixpanse@hs01.kep.tr](mailto:ixpanse@hs01.kep.tr) | With the note below on the subject line of the mail:  “*Request as per Law on the Protection of Personal Data*” |
| **3. VIA E-MAIL ADDRESS IN COMPANY DATABASE** | Application through your e-mail address found in our company database | [info@ixpanse.com](mailto:info@ixpanse.com) | With the note below on the subject line of the mail:  “*Request as per Law on the Protection of Personal Data*” |
| **4. VIA E-MAIL ADDRESS NOT FOUND IN COMPANY DATABASE** | Application including a mobile signature or e-signature through your e-mail address not found in our Company Database; | [info@ixpanse.com](mailto:info@ixpanse.com) | With the note below on the subject line of the mail:  “*Request as per Law on the Protection of Personal Data*” |

**3. PERSONAL INFORMATION:**

Please provide the following information for all communication purposes with regard to your request.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name-Family Name |  | | | | | |
| Turkish ID Number  or  Passport Number for Foreigners |  | | | | | |
| Postal Address |  | | | | | |
| Mobile Phone Number |  | | | | | |
| E-mail Address |  | | | | | |
| Your Relationship with our Company | Customer | Employee | Ex-Employee | Visitor | Business Partner | Other |

**4. PURPOSE OF THE REQUEST:**

Please state here the purpose of your request and attach all documents -if available- evidencing your request while applying.

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**5. REPLY METHOD**

Please select your preferred method for receiving a reply to your request: Postal Address (…) / E-mail Address (…)

I hereby declare, attest and pledge that all the information and documents provided within this application are true, original and up-to-date.

I hereby do understand that your Company may request additional information to follow-up and finalize my application in the shortest time possible, and within 30 days at the latest; and I do agree to pay the additional fee, if necessary, as fixed by the Board of Personal Data Protection Authority.

**Data Subject**

**Name-Family Name :**

**Application Date :**

**Signature :**