**PURSUANT TO THE LAW ON THE PROTECTION OF PERSONAL DATA**

**DATA SUBJECT INFORMATION REQUEST FORM**

* Natural persons whose personal data is processed **("Data Subject")** may send requests and questions about their personal data to the Data Controller by filling out the form below in accordance with the Article 11[[1]](#footnote-1) of the Law No. 6698 on the Protection of Personal Data **("Law")** through the means listed in the first paragraph of the Article 5 of the *Communiqué on the Procedures and Principles for Applying to the Data Controller* **("Communiqué").**[[2]](#footnote-2)
* You must clearly share your request raised via this form prepared pursuant to the Article 11 of the Law, and if necessary, send additional information and documents to us with this form.
* Our responses will be sent to you in writing[[3]](#footnote-3) or electronically as soon as possible in[[4]](#footnote-4) accordance with the Article 13 of the Law.
* A request fee may be charged in[[5]](#footnote-5) accordance with the Article 7 of the relevant Communiqué.
* The data given in this Form is requested in order to accurately determine your relationship with the Data Controller and return to you within the statutory period.

|  |  |  |
| --- | --- | --- |
| **APPLICANT’S INFORMATION**  page1image7417664page1image7419392 | T.R. ID No |  |
| Full Name |  |
| Date of Birth |  |
| Tel |  |
| Address |  |
| **SUBJECT OF REQUEST**  page1image7526592 |  | |

|  |  |
| --- | --- |
| **To be filled out by the Applicant (Data Subject)** | **Contact Details of the Data Controller** |
| Request Date: …/…/…  Applicant’s Full Name:  Signature: | Anafartalar Mahallesi Ataturk Bulvari No: 11  06050 Altindag, Ankara Türkiye  +90 (312) 309 11 88  [info@tabip.global](mailto:info@tabip.global) |

1. Rights of the data subject

   ARTICLE 11- (1) By applying to the data controller, everyone is entitled to;

   a) learn whether his/her personal data is processed or not,

   b) request relevant information if his/her personal data has been processed,

   c) learn the purpose of processing personal data and whether they are used for that purpose,

   d) know the third parties to whom his/her personal data has been transferred at home or abroad,

   e) request for correction of his/her personal data if incomplete or incorrectly processed,

   f) request for deletion or destruction of his/her personal data within the framework of the conditions set out in the Article 7,

   g) request notification of the transactions made in accordance with the items (d) and (e) to the third parties to whom the personal data has been transferred,

   h) object if any result occurs against him/her by analyzing the processed personal data exclusively through automated systems,

   i) claim compensation for the damage arising from the unlawful processing of his/her personal data. [↑](#footnote-ref-1)
2. Procedure of Request

   ARTICLE 5 – (1) Data subjects may make requests to data controllers within the scope of their rights specified in Article 11 of the Law, in writing or by registered electronic mail (KEP) address, secured electronic signature, mobile signature or by the e-mail address which has been previously recorded in the data controller’s system or by means of a software or application designed for purposes of this request. [↑](#footnote-ref-2)
3. In written applications, the date when the document is served to the data controller or its representative shall bee the date of application. [↑](#footnote-ref-3)
4. Application to thedata controller

   ARTICLE 13- (1) The data subject shall make the requests relating to the implementation of this Law to the data controller in writing or by other means to be determined by the Board.

   (2) The data controller shall conclude demands in the request within the shortest time by taking into account the nature of the demand and at the latest within thirty days and free of charge. However if the action requires an extra cost, fees may be charged in the tariff determined by the Board.

   (3) The data controller shall act on the request or refuse it together with justified grounds and communicate its response to the data subject in writing or by electronic means. In case the demand in the request is accepted, it shall be fulfilled by the data controller. If the request is made due to fault of the data controller, the fee is refunded to data subject. [↑](#footnote-ref-4)
5. Fee

   ARTICLE 7 **–** (1) If the request of the data subject is to be responded in writing, no fee will be charged up to ten pages. 1 Turkish Lira may be charged per page over ten pages.

   (2) In cases where the request is responded by means of recording medium like CD, flash memory, fee to be charged by data controller cannot exceed the cost of the recording medium. [↑](#footnote-ref-5)