

## APPLICATION FORM

You have the right to be informed, notify an infringement and exercise your rights noted below through written application, to be referred to the data controller Yunus Emre Institute (“**Institute**”) an affiliate of Yunus Emre Foundation.

### **I. PURPOSE**

By means of this Application Form you will have the right to;

- a) learn whether your personal data is processed or not,
- b) request information as to personal data if it has been processed,
- c) learn the purpose of processing and whether the data is used in accordance with its purpose,
- d) learn the third parties in the country and abroad, to whom your personal data is transferred,
- e) request rectification if the data have been processed incompletely / inaccurately,
- f) request deletion / destruction of your personal data in accordance with the Article 7 of the Law and the Article 17 of GDPR,
- g) request notification of the operations made as per indents (e) and (f) to third parties to whom personal data have been transferred,
- h) object to occurrence of any detrimental result by means of analysis of personal data exclusively through automated systems,
- i) request restriction of the processing of personal data,
- j) request your personal data in a structured, commonly used and machine-readable format
- k) request compensation for the damages due to unlawful processing of personal data.
- l) send a request as to any infringement of your intellectual property rights such as trademark or artwork ownership.

### **II. APPLICATION PROCESS**

Our Institute will conclude your requests free of charge as soon as possible and within thirty days at the latest in accordance with the nature of the claim. However, in case answering your request requires extra cost, both the first request and following the following requests may be subject to a fee. We may accept and process the request or reject the request in writing by explaining the reason. In the event that the application is made due to a fault of our Institute,

the collected fee will be returned to the data subject.

### III. APPLICATION CONTENT

The information that you have provided should be correct and up-to-date. Our Institute is not liable for the requests that may arise due to incorrect or incomplete information or unauthorized application. Our Institute reserves its right to request further information and documents (copy of identity card or driver's license etc.) for identification in order to maintain data security.

### IV. APPLICATION PROCEDURE

In line with the information given above, you may file your application via; registered and reply-paid letter to the headquarters of our Institution located in "Anafartalar Mahallesi Atatürk Bulvarı No: 11 06050 Altındağ, Ankara Türkiye", or present the application in person, or via email to the email address [info@tabip.global](mailto:info@tabip.global).

### V. YOUR CONTACT INFORMATION

<b>Name-Surname</b>			
<b>Identity Number:</b>		<b>Cellphone Number:</b>	
<b>E-mail Address:</b>		<b>Land Line Number:</b>	
<b>Address:</b>			

### VI. YOUR CLAIMS AND REQUESTS

Your Current Status	
<input type="checkbox"/> Academician	<input type="checkbox"/> User of the Higher Education Institution
<input type="checkbox"/> Student	<input type="checkbox"/> TABIP Employee
<input type="checkbox"/> Science Consultant	<input type="checkbox"/> Visitor
<input type="checkbox"/> Admin of the Partner Organization	<input type="checkbox"/> Former TABIP Employee
<input type="checkbox"/> User of the Partner Organization	<input type="checkbox"/> Other:
<input type="checkbox"/> Admin of the Higher Education Institution	

The department that you are in contact with in our Institute:

**Your Requests**

1	Are my personal data being processed by the Institution?	
2	In what ways, my personal data are being processed?	
3	What is the purpose of the processing of my personal data?	
4	Is my personal data being transferred to third parties in the country or abroad?	
5	I request my personal data listed below to be rectified: <i>(This request should only be made when you have a rectification request that has been clearly set forth and the documents representing the correct and complementary information are presented.)</i>	
6	I request my personal data listed below to be erased: <i>(The reason should be given.)</i>	
7	I request my personal data listed below to be anonymized: <i>(The reason should be given.)</i>	
8	I request the persons below to be informed of my rectification erasure and/or anonymization request:	
9	I request restriction of processing of my personal data. <i>(The personal data subject to the request, reason of the request and the scope of restriction should be stated.)</i>	
10	I request my personal data that you process in a structured, commonly used and machine-readable format. <i>(This right can only be exercised in case the processing is based on consent and the processing is carried out by automated means.)</i>	
11	I request compensation for the damages due to the unlawful processing of my personal data. <i>(The damage should be claimed by presenting the reasoning and related documents.)</i>	
12	I have a request as to intellectual property right infringements.	

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**EXPLANATIONS:**

**The Notification Method of the Answer to be Given to Your Application**

Send to my address mentioned above.

Send to my e-mail address mentioned above.

I want to receive it in person.

(An attorney may only receive the reply by presenting a notarized power of attorney or authorization certificate.)

**Data Subject**

Name-Surname

Date-Signature