



**KADIR HAS UNIVERSITY  
PPD APPLICATION FORM**

**Date** : April 4, 2018  
**Revision No** : 1  
**Date of Revision** : April 6, 2018  
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Protection of Personal Data Law No. 6698 ("PPD Law") has entitled the personal data owners defined as the person of concern (hereinafter shall be referred to as the "Applicant") the right to submit certain requests regarding the processing of their personal data as defined in Article 11.

Pursuant to the first paragraph of Article 13 of the PPD Law; the applications to be submitted to our University, which is acting as a data controller, regarding these rights should be submitted in writing or by other methods stipulated by the Personal Data Protection Authority ("Authority").

The applications to be submitted by the applicant to our University in "written" within this framework should be delivered

- by submitting the printed copy of this form personally,
- via a notary public,
- by sending the electronically signed copy of this form with the "secure electronic signature" as defined in the Electronic Signature Law No. 5070 to the registered e-mail address of the University.

The information regarding the means of how to deliver the written applications to us is specified below.

<b>Application Method</b>	<b>Application Address</b>	<b>Information to be Specified in the Application</b>
Applying in person (Applicant should come in person and apply along with a document certifying his/her identity)	Kadir Has University Kadir Has Caddesi, Cibali 34083 İstanbul Turkey	"Request for Information within the Scope of the Law on Protection of Personal Data" shall be written on the envelope.
Notification through a notary public	Kadir Has University Kadir Has Caddesi, Cibali 34083 İstanbul Turkey	"Request for Information within the Scope of the Law on Protection of Personal Data" shall be written on the notification envelope.
Delivery signed with "Secure electronic signature" and sent via Registered Electronic Mail (REM)	khas@hs01.kep.tr	"Request for Information within the Scope of the Law on Protection of Personal Data" shall be written on the subject line of the e-mail.

Pursuant to paragraph 2 of Article 13 of the PPD Law, the applications you have submitted to us shall be replied within thirty days as of the date your request is notified in accordance with the type of the request. Our responses shall be delivered to you in written or electronically in accordance with the provisions of Article 13 of the PPD Law.



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**A. Contact Information of the Applicant:**

<b>Name:</b>	
<b>Surname:</b>	
<b>TR Personal ID No.:</b>	
<b>Telephone Number:</b>	
<b>E-mail:</b> <i>(To reply the applications via electronic mail REM)</i>	
<b>Address:</b>	

**B. Please specify your Relationship with the University.** *(Such as student, graduate, student or graduate relative, business partner, employee candidate, former employee, third party company employee)*

<input type="checkbox"/> Student	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Graduated	<input type="checkbox"/> Other:
The Unit/Department that you are in contact with in our university: .....	
Subject:.....	

<input type="checkbox"/> I am a Former Employee <i>Years of Employment:.....</i>	<input type="checkbox"/> I Shared Job Application/Resume <i>Date :.....</i>
<input type="checkbox"/> Other: ..... .....	<input type="checkbox"/> I am a Third Party Company Employee <i>Please specify your company and your title</i> ..... .....



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**C. Please indicate in detail your request within the context of PPD Law:**

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**D. Please specify the method by which you prefer to be notified for the response to your application:**

- I want it to be delivered to my address.
- I want it to be delivered via electronic mail REM.
- I want to receive it at hand.

(If you want it to be notified by proxy, you should present a notarized power of attorney or a certificate of authorization.)

This application form has been issued in order to indicate your relationship with our University and to determine your personal data processed by our University (if any) in full and to respond to your application within the legal time limit. Our university reserves the right to request additional documents and information (copy of identity card or driver's license etc.) for identification and authorization purposes in order to eliminate the legal risks that may arise from unlawful and unfair data disclosure and especially to ensure the security of your personal data. Our University shall not assume any liability in the event that the information regarding your requests submitted within the scope of the form is not accurate and up to date or in case you have placed an unauthorized application.

Applicant (Personal Data Owner) Name :  
Surname :  
Application date :  
Signature :