**ANNEX 2 - RELEVANT PERSON APPLICATION FORM**

**SYS TELEKOMÜNİKASYON BİLGİSAYAR ELEKTRONİK SAN. VE TİC. A.Ş.**

**IN SCOPE OF THE PERSONAL DATA PROTECTION LAW NO 6698**

**RELEVANT PERSON APPLICATION FORM**

Personal data owners defined as "the relevant person" (hereinafter to be referred as "**the Applicant"**) in **the Personal Data Protection Law No. 6698** (hereinafter to be referred as “**KVKK**”) are granted the following rights in scope of Article 11 of the KVKK:

* Know whether or not your personal data is being processed,
* If your personal data has been processed, to request information about this,
* Learn the purpose of processing your personal data and whether or not they are used in compliance with the purpose,
* Know about the third parties to whom your personal data is transferred at home or abroad,
* If your personal data has been processed deficiently or wrongfully, request them to be corrected and request the process performed in this scope to be notified to the third parties your personal data has been transferred,
* If the reasons requiring the process of your personal data have disappeared even though they have been processed in accordance with KVKK and other relevant laws and legislation provisions, request your personal data to be deleted or destroyed and request the process performed in this scope to be notified to the third parties your personal data has been transferred,
* Object to a consequence that has emerged against you by means of analysis of processed data exclusively via automatic systems,
* If you have suffered a loss due to illegal processing of your personal data, request recovery of your loss.

In accordance with KVKK, Article 13, paragraph 1 and ***the Notification on Application Procedures and Principles to Data Officer***, any applications to be made to our Company with respect to these rights should be delivered to our Company in written form or by sending an electronic mail via electronic mail address previously notified to our Company by you and registered in our Company's system to the address [kvkk@sys.com.tr](mailto:kvkk@sys.com.tr)  [1]or by means of other methods to be determined by **the Personal Data Protection Board** (hereinafter to be referred as “**the Board**”) in the future.

Within this framework, any application to be made to our Company in written form may be delivered by printing out this form;

* In person application of the Applicant to our Company,
* By means of notary or a registered letter with return receipt,
* If the Applicant has an e-mail address registered in our Company’s system, by sending an e-mail from this address to our Company's address [kvkk@sys.com.tr](mailto:kvkk@sys.com.tr.).

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| --- | --- | --- |
| **Method of Application** | **The Address for Application** | **The Details to be Specified While Sending the Application** |
| In person application (Applicant applies by in person visiting the application address with an identity authentication certificate) | YTÜ Davutpaşa Kampüsü Teknopark B-2 Blok No:102 34220 İstanbul | The statement “Information Request In Scope of Personal Data Protection Law” shall be written on the envelope. |
| Notification by means of notary | YTÜ Davutpaşa Kampüsü Teknopark B-2 Blok No:102 34220 İstanbul | The statement “Information Request In Scope of Personal Data Protection Law” shall be written on the notification envelope. |
| Sending an e-mail from your e-mail address registered in our company | [kvkk@ HYPERLINK "mailto:kvkk@sys.com.tr."sys.com.tr](mailto:kvkk@sys.com.tr.) | The statement “Information Request In Scope of Personal Data Protection Law” shall be written on the subject section of the e-mail. |

Please find below the details specific to written application channels regarding how written applications shall be delivered to us.

Your applications delivered to us shall be responded in thirty days beginning from the date when we receive your request depending on the nature of request in accordance with KVKK, Article 13, paragraph 2. Your responses shall be delivered to you in written form or in electronic media in accordance with KVKK, Article 13, paragraph 2 provisions.

* **Applicant's Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | : |  |
| **Last Name** |  | : |  |
| **ID No.** |  | : |  |
| **Phone Number** |  | : |  |
| **E-mail** |  | : |  |
| **Address** |  | : |  |

* **Please specify your relationship with our Company.**

|  |  |
| --- | --- |
| * Candidate Employee * Current Employee * Former Employee | * Business Partner (Supplier etc.) * Customer * Other: ………………………………………. |
| The Department / Unit you are in contact in our Company: …........................................................................ | |
| Subject of Contact: .................................................................................................................................................................. | |

|  |  |
| --- | --- |
| * I am a Former Employee   *Please specify the years when you worked in our Company:*  *..............................................................................* | * I am a Candidate Employee (I made a Job Application)   *Please specify the date when you applied to our Company:*  *...........................................................................* |
| * I am a Customer   *Please specify the date of relevant transaction:*  *...........................................................................* | * I am a Third Party Firm's Employee   *Please specify the firm you work in and your position detail.*  *...........................................................................* |
| * Other:   *.......................................................................................................................................................* | |

* **Please specify your request in scope of KVKK in detail.**

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* **Please select the method of delivering the response we will send about your application:**

* I want this to be sent to my address.
* I want to take delivery of it by hand.
* I want you to respond to the e-mail address I have sent the form and registered in your system.

(If it is received by proxy, a notarized letter of proxy or certificate of authority must exist and enclosed in this Application Form.)

This Application Form has been issued to determine your relationship with our Company and fully identify your personal data processed by our Company, if exist, and to ensure that your relevant application can be responded properly and within legal period. Our Company reserves the right to request some additional documents and details (copy of birth certificate or driving license etc.) in order to eliminate any legal risks which may arise from illegal and unjust data sharing and particularly to ensure security of your personal data. If the details with respect to your requests you submit in scope of the Application Form are not accurate and up-to-date or the application is made by an unauthorized person, our Company does not accept responsibility due to any requests caused by such inaccurate information or unauthorized application.

**Applicant Relevant Person's;**

**Name / Last Name                :……………..…………**

**Date of Application           :…………..……………**

**Signature                            :………………………..**