

GÜVEN EDUCATION AND HEALTH FOUNDATION

DATA OWNER APPLICATION FORM

1. GENERAL

This Application Form is issued by Güven Education and Health Foundation (“**Foundation**”), acting with the title of Data controller, to assess and resolve the applications made by you, the Data Owner, immediately, effectively and comprehensively pursuant to articles 11 and 13 of the Personal Data Protection Law (Nr. 6698) (“**PDPL**”).

2. APPLICATION METHOD

You, the Data Owners, can transfer your requests arising out of the PDPL pursuant to Articles 11 and 13 of the PDPL to our Foundation, acting with the title of Data Controller, by filling out this form, hereby, or using other methods that will be determined by the Committee:

- Through physical application and hand delivery of a signed copy of the application form to Alacaatlı Mah. 3302 Cad. No: 2 /1 06810, Çayyolu / Ankara, Türkiye, Türkiye,
- Posting a signed copy of this Data Owner Application Form to Alacaatlı Mah. 3302 Cad. No: 2 /1 06810, Çayyolu / Ankara, Türkiye, Türkiye with a return receipt mail service.

E-mailing a signed copy of this Data Owner Application Form to guvenvakfi@guven.com.tr by using registered electronic mail (KEP) address, safe electronic signature or mobile signature or your electronic mail address that was previously notified by you to the Foundation and was already registered in Foundation’s system.

Pursuant to relevant provisions of the PDPL, the date your application form is notified to the Foundation is regarded as the application date for written applications, while the date your Application form is received by the Foundation is regarded as the application date for your applications made with other methods.

3. DETAILS ABOUT DATA OWNER

We, hereby, kindly request you write following information completely in order to help us and our Foundation make necessary investigations and reviews and create solutions for your application made pursuant to relevant article of the PDPL:

Name and Surname*	
R.T. Identity Number*/ Nationality, passport number or Identity Card number for international patients	
Address*	
Phone*	
E-mail*	

* Fields required to be Filled Out

Your personal data that are notified to us above are received to review and conclude this application form and to contact you or in other words, your personal data is not processed for any other purpose.

Please mark the appropriate option below regarding your relationship with the Foundation and specify if this relation still continues in the blank area below.

Person (who received Product/Service)	
Parent/Guardian/Representative	
Shareholders	
Active Employee	
Leaved Employer	
Employee Candidate	
Visitor	
Supplier	
Intern	
Employees of Cooperated Institutions	
Potential Product or Service Buyer	
Third Parties	
Other Please specify:	

4. REQUESTS OF DATA OWNER

Please mark the box(es) below for the situation(s) which you, the data owner, require information pursuant to articles 11 and 13 of the PDPL.

	Subject of Request	Your Choice
1.	I would like to learn if my personal data is processed in the Foundation. (Article 11/1(a), Personal Data Protection Law)	
2.	If my personal data is processed, I request information about the activity of data processing. (Article 11/1(b), Personal Data Protection Law)	

3.	<p>If my personal data is processed, I would like to learn the purpose of data processing and if they are used according to the purpose of processing. (Article 11/1(c), Personal Data Protection Law)</p>	
4.	<p>I request information about whether my personal data is transferred to local and/or international third parties and the relevant information about them, if yes. (Article 11/1(ç), Personal Data Protection Law)</p>	
5.	<p>I request correction of my personal data that are inaccurately or incorrectly processed by the Foundation/the third parties that received my personal data.</p> <p><i>Please write your personal data that you request to be corrected in the "Your Choice" area and send the documents that demonstrate correct and complementary information. (Such as photocopy of Identity Card and certificate of residence).</i></p> <p>(Article 11/1(d), Personal Data Protection Law)</p>	

6.	<p>I believe that the reasons to process my personal data are not valid anymore although they are processed pursuant to the law and to relevant provisions of other laws and thus, I request followings for my personal data;</p> <p>a) Deletion, b) Anonymization. <i>(Article 11/1(e), Personal Data Protection Law)</i></p>	<p>a) b)</p>
7.	<p>I request that the personal data, which are processed incompletely/incorrectly according to my opinion (Request No. 5), are also corrected by the third parties whom my personal data are shared with. <i>Please write your personal data that you request to be corrected in the "Your Choice" area and send the documents that demonstrate correct and complementary information. (Such as photocopy of Identity Card and certificate of residence).</i></p> <p><i>(Article 11/1(f), Personal Data Protection Law)</i></p>	
8.	<p>I believe that the reasons to process my personal data are not valid anymore although they are processed pursuant to the law and to relevant provisions of other laws and now, I request followings for my personal data before the third parties whom my personal data is transferred to;</p> <p>a) Deletion. b) Anonymization. <i>(Article 11/1(f), Personal Data Protection Law)</i></p>	<p>a) b)</p>

<p>9.</p>	<p>I think that my personal data, which are processed by the Foundation, are exclusively analyzed via automated systems and this analysis leads to results which are against my personal benefit. I submit my objection to this result.</p> <p><i>Please write result of the analysis that is against your personal benefit to the “Your Choice” area and send the documents that demonstrate correct and complementary information.</i></p> <p><i>(Article 11/1(g), Personal Data Protection Law)</i></p>	
<p>10.</p>	<p>I think that my personal data, which are processed by the Foundation, are exclusively analyzed via automated systems and this analysis leads to results which are against my personal benefit. I submit my objection to this result.</p> <p>Please specify the justification of your request and result of the process regarding your request, attach information and documents which authenticate these claims to the Form.</p>	
<p>11.</p>	<p>I have suffered a loss due to unlawful processing of my personal data. I request compensation for this loss.</p> <p><i>Please write the issue that is subject to unlawfulness (violation of law) to the “Your Choice” area and send the documents that demonstrate correct and complementary information. (such as court ruling, Committee order and/or documents that show sum of the material loss)</i></p> <p><i>(Article 11/1(h), Personal Data Protection Law)</i></p>	

Considering applications to be made and submitted by third parties acting on behalf of the data owner, the notary attested power of attorney should be sent along with this Form; for applications submitted on behalf of children under custody, this Form should be accompanied by a copy of documentations that attest the custody/guardianship status.

The Foundation is entitled to contact you to verify that you are the data owner within *seven (7) days* after your information request application is received by the Foundation and the Foundation is also entitled to request some information and documents about the subject of the application. The information and documents that you sent to our party shall be disposed immediately after it is verified that you are the data owner.

If the requested information and documentations are incomplete, you will need to complete and submit the information and documentation upon our request. The time period of *thirty (30) days* specified in the article 13/2 of the PDPL regarding conclusion of the request will be suspended until complete information and documents are submitted to our party.

5. FOUNDATION’S PROCESS OF RESPONDING TO APPLICATIONS AND DEADLINE OF RESPONSE

The Foundation will review the applications requests of the personal data owner and conclude the review not later than 30 (thirty) days pursuant to article 13 of the PDPL. Provided no charge is claimed for the requests, the Foundation reserves the right to charge a fee over the fee tariff that is determined by the Personal Data Protection Committee.

The Foundation may either accept the application or reject it for the reasons listed below by explaining the basis of the rejection and notify the concerning person in writing or electronically. Application of the personal data owner can be rejected in following conditions:

- Preventing rights and freedoms of other persons
- Requirement of disproportionate effort
- The information is publicly known
- It jeopardizes privacy of others
- Any one of following conditions that are not covered pursuant to the PDPL

Please indicate your preference of notification for the response of the Foundation that will be notified to you:

Your Choice on Notification Means of the Foundation’s Response	Your Choice
I want to receive it personally. (If it is received by proxy, it is necessary to submit a notarized power of attorney or a certificate of authorization.)	
I request that it is e-mailed to my e-mail address.	

6. RIGHT OF PERSONAL DATA OWNER TO FILE A COMPLAINT TO THE COMMITTEE

Pursuant to Article 14 of the PDPL, the personal data owner may file a complaint to the Personal Data Protection Committee within thirty days after the response of the data controller is notified and in any

case within sixty days from the date of application, if the application is rejected or not responded in due time and/or if the personal data owner believes that the response is inadequate.

Pursuant to relevant legislation, a complaint cannot be filed to the Personal Data Protection Committee before and until the Foundation is applied.

7. OTHER ISSUES

The Foundation may request additional information from the relevant data owner and may ask the personal data owner questions about his/her application in order to clarify the subject(s) that are covered in the personal data owner's application.

8. CONDITIONS THAT ARE NOT COVERED BY RIGHT OF APPLICATION

Pursuant to Article 28 of the PDPL, personal data owners may not use right of application in following conditions that are excluded by the LPPD:

- Processing the personal data for certain purposes such as research, planning and statistics by anonymizing them through official statistics.
- Processing the personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that it does not violate national defense, national security, public security, public order, economic security, privacy of private life or personal rights or it does not constitute a crime.
- Processing the personal data within the scope of preventive, protective and intelligence activities carried out by public bodies authorized by law to ensure national defense, national security, public security, public order or economic security.
- Processing the personal data by judicial authorities or execution authorities for investigation, prosecution, trial or execution.

Pursuant to Article 28/2 of the LPPD, except for the right to claim damages, it is not possible to claim any right in following conditions:

- It is necessary to process the personal data for preventing or investigating a crime.
- Processing the personal data that is already made publicly available by the personal data owner,
- Personal data processing is necessary for performing supervisory or regulatory duties and disciplinary investigation or prosecution by authorized public bodies and professional organizations with nature of public body based on the authority granted by law,
- It is necessary to process the personal data for protecting economic and financial interests of the State in budgetary, tax and fiscal matters.

I, hereby, kindly request that my information request application submitted pursuant to the PDPL is reviewed and concluded in the light of above mentioned request/requests, and I, hereby, accept, declare and commit that the information and documentations submitted to your party for my application are correct and up-to-date and they belong to me.

Personal Data Owner (Applicant):

Full Name:

Address:

Signature:
Date: