**APPLICATION FORM TO**

**REQUEST PERSONAL DATA INFORMATION / PROCESSING**

Within the framework of Personal Data Protection Law No 6698 (“PDP Law”), the personal data subjects (hereinafter referred to as “Applicant”) have been granted the right to request information on processing of their data according to Article 11 of PDP Law.

Pursuant to Paragraph 1 of Article 13 of PDP Law, the applications concerning the aforementioned rights must be filed to our Company – acting as data controller according to the said Law – in writing, or via other methods prescribed by the Personal Data Protection Board (“Board”).

Therefore, the applications to be submitted to our Company in writing can be communicated by means of printing this form, and

* Submitted by the Applicants in person,
* Served through the notary channel,
* Sent as an e-mail attachment to kvkk@alonglojistic.com by the Applicants

Pursuant to Paragraph 2 of Article 13 of PDP Law, the applications submitted to our company will be responded within thirty days upon the receipt thereof, depending on the nature of the request. Pursuant to Article 13 of the said Law, the responses will be delivered in writing, or via electronic communication channels.

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

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Personal Identification Number** |  |
| **Telephone Number** |  |
| **E-Mail** |  |
| **Address:** |  |
|  |
|  |

**B – Please describe your relationship with our Company** *(Customer, Business Partner, Employee Candidate, Former Employee, Third-party Employee, Shareholder, etc.)*

|  |  |
| --- | --- |
| Customer | Business Partner |
| Visitor | Other: …………………………………………………………. |
| The unit you have been contacted with: …………………………………………………………………………………….  Subject: ……………………………………………………………………………………………………………………………………………………… | |

|  |  |
| --- | --- |
| I am a Former Employee  Years of Employment: ………………………………………………………  Other: ………………………………………………………………… | I Applied for a job / Shared my CV  Date: ……………………………………………………………..  I am a third-party employee  Please state your employer and position.  ……………………………………………………………………….. |

**C – Please state your request in detail:**

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**D – Please select your preferred method of communication for our response:**

Delivery to my address.

Send via e-mail. *(e-mail responses are delivered faster)*

In-person acceptance. *(notary-certified power of attorney is required for acceptance by proxy)*

This application form has been issued to identify your relationship with our Company, to determine, if any, the complete personal data being processed by our Company, and to respond to your application in an accurate and timely manner within the scope of applicable legislation. In order to eliminate the legal risks arising out of unlawful or unwarranted processing of data and, more specifically, ensure the protection of your personal data, our Company reserves its right to request additional document or information (i.e., a copy of Identification Card or Driver’s License) for identification and verification purposes. In case of submission of outdated or inaccurate information, or filing unauthorized applications, our Company shall not accept any liability arising out of such outdated, inaccurate, or unauthorized submissions.

Applicant (Personal Data Subject)

Full Name :

Date of Application :

Signature :