

**MAYA FOUNDATION
DATA OWNER APPLICATION FORM**

1. General Information regarding your Right of Application

Pursuant to the 11th article of the Law on Protection of Personal Data numbered 6698 (“**Law numbered 6698**”), you can make below requests applying to Maya Foundation (“**Foundation**”) as a data owner:

- (1) To learn if your personal data are processed or not,
- (2) If your data are processed, to request information on such processing,
- (3) To learn the purpose behind processing of your personal data and whether they are used in line with such purpose,
- (4) To know the third persons to whom your personal data are transferred in Turkey or abroad,
- (5) To ask for correction in case your personal data are processed incompletely or wrongly and request that the procedure done under this scope are notified to the third persons your personal data are transferred to,
- (6) To ask personal data are erased or destroyed despite they are processed pursuant to the Law and provisions of other related laws, in case the reasons behind such processing disappear and to request that the procedure done under this scope are notified to the third persons your personal data are transferred to,
- (7) To make objection in case a situation to your detriment occurs as a result of analysis of the processed data exclusively by automatic systems,
- (8) To request removal of any loss you incur due to any unlawful processing of your personal data.

Based on the 13th article of the Law numbered 6698, our foundation shall conclude your applications within the shortest possible time according to the kind of your demand and within thirty days at the latest.

2. Method of Application

You can notify our Foundation on your applications under the scope of these rights you have, pursuant to the 13th article of the Law numbered 6698 and the 5th article of the Communiqué regarding Procedures and Principles for Application to the Data Responsible, in writing or by using your registered electronic mail (REM) address, secure electronic signature, mobile signature or your electronic mail address you have notified to our Foundation before and recorded in our system or our application [_____].

As the Data Owner makes an application, below explanations regarding the application channels should be taken into account.

METHOD OF APPLICATION	Application in writing	Via registered e-mail	With e-mail address on our system Application	Via Application Application
APPLICATION ADDRESS	[Enter the Address]@hs02.kep.tr		

INFORMATION TO BE SHOWN IN THE APPLICATION	On the envelope/notification "Information Request under the scope of the Law on Protection of Personal Data" shall be written.	On the subject line of the e-mail, "Information Request under the scope of the Law on Protection of Personal Data" shall be written.	On the subject line of the e-mail, "Information Request under the scope of the Law on Protection of Personal Data" shall be written.	
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3. Your Identity and Contact Info

Please fill the below spaces so that we can contact you and verify your identity.

Name-Surname	:									
Republic of Turkey ID No / Passport Number or Identity Number for Citizens of Other Countries	:									
Residential Address / Business Address for Notification	:									
Mobile	:									
Telephone Number	:									
Fax Number	:									
E-mail Address	:									
Your Relation with our Foundation	:	<table> <tr> <td>Client</td> <td><input type="checkbox"/></td> <td>Business Partner</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Visitor</td> <td><input type="checkbox"/></td> <td>Other</td> <td><input type="checkbox"/></td> </tr> </table>	Client	<input type="checkbox"/>	Business Partner	<input type="checkbox"/>	Visitor	<input type="checkbox"/>	Other	<input type="checkbox"/>
Client	<input type="checkbox"/>	Business Partner	<input type="checkbox"/>							
Visitor	<input type="checkbox"/>	Other	<input type="checkbox"/>							

4. Subject of the Request

We request that you clearly write your request regarding your personal data. Information and documents about the subject should be added to the application.

	Subject	Preference
1	Are my personal data processed by your Foundation?	
2	If my personal data are processed by your Foundation, I request information regarding the act of processing.	
3	If my personal data are processed by your Foundation, I request information regarding the purpose of the act of processing personal data and whether the act is conducted in line such purpose.	
4	Are my personal data transferred to third parties in Turkey or abroad? If my personal data are transferred, I request information regarding third parties.	
5	<p>In my opinion, my personal data are processed incompletely or wrongly by your Foundation and I request correction.</p> <p>In case of request, below information and documents should be supplied to our Foundation:</p> <ul style="list-style-type: none">• Content of your personal data you think are incomplete or wrong and you request to be corrected.• Documents showing correct and supplementary information about your personal data.	

6	<p>In my opinion, reasons for which my personal data were processed have disappeared, therefore I ask that my personal data are,</p> <p><input type="checkbox"/> Deleted or <input type="checkbox"/> Anonymized.</p> <p>In case of request, our Foundation should be supplied with information/document explaining why you think reasons for the processing of your personal data have disappeared.</p>	
7	<p>If my personal data are processed incompletely or wrongly by the Foundation, I request that this is notified to third parties to whom my personal data are transferred.</p> <p>In case of request, below information and documents should be supplied to our Foundation:</p> <ul style="list-style-type: none"> • Content of your personal data you think are incomplete or wrong and you request to be corrected. • Documents showing correct and supplementary information about your personal data. 	
8	<p>If the reasons for which my personal data were processed have disappeared I request that this is notified to third parties to whom my personal data are transferred.</p> <p>In case of request, our Foundation should be supplied with information/document explaining why you think reasons for the processing of your personal data have disappeared.</p>	
9	<p>I object to the result to my detriment, which arises out of the analysis of my personal data by your Foundation exclusively with automatic systems.</p> <p>In case of request, our Foundation should be supplied with information/document explaining the result to your detriment.</p>	
10	<p>I request that the loss I incurred due to unlawful processing of my personal data is compensated.</p> <p>In case of request, our Foundation should be supplied with information/document explaining the loss incurred by you.</p>	

In line with the requests I made above, I demand that the application I made to your Foundation is evaluated pursuant to the 13th article of the Law numbered 6698 and that I am informed.

I declare and undertake that information and documents I have supplied to you in this application are correct and updated, that your Foundation may ask for additional information in order to conclude my application and that I am notified that I may have to pay the fee set by the Personal Data Protection Board in case an extra cost is required.

I request that the reply is sent to my postal address I have given under the 3rd section.

I request that the reply is sent to my e-mail address I have given under the 3rd section.

I request that the reply is sent to the fax number I have given under the 3rd section.

Related Person Making Application (Data Owner)

Name & Surname :

Date of Application :

Signature :