

DATA SUBJECT INFORMATION REQUEST AND APPLICATION FORM

WITHIN THE SCOPE OF LAW NO. 6698 ON THE PROTECTION OF PERSONAL DATA

Please complete the application form below **clearly and completely** and submit it to us so that your request made in accordance with the **Law on the Protection of Personal Data (“KVKK”)** can be fulfilled.

Your application will be answered **as soon as possible depending on the nature of the request and within thirty (30) days at the latest**. If the information and documents you provide are incomplete or unclear, we will contact you to clarify your application.

Our Company reserves the right to request **additional documents and information** in order to determine identity and authority, with the aim of eliminating legal risks that may arise from **unlawful and unfair data sharing**, and especially to ensure the security of your personal data.

If the information regarding your requests provided within this form **is not accurate or up to date**, or if an **unauthorized application** is made, our Company **does not accept responsibility** for the requests arising from such incorrect information or unauthorized applications. All responsibility arising from applications that are **unlawful, misleading, or incorrect** belongs to you.

Within the scope of the **Communiqué on the Principles and Procedures for Application to the Data Controller**, if our response to your application **exceeds 10 pages**, a **processing fee of 1 Turkish Lira will be charged for each page after the 10th page**.

Within this framework, applications to be made to our Company **in writing** can be submitted by printing this form and delivering it through the following methods:

- By personal application, or
- Through a notary, or
- By signing with a “secure electronic signature” defined in the Electronic Signature Law No. 5070 and sending it to our Company’s registered electronic mail address (KEP):
Medistate.kavacik@hs09.kep.tr

Below is information regarding **how written applications can be delivered to us according to the application channels**.

Application Method	Address to Submit Application	Information to be Indicated During Submission
Personal Application (The applicant personally visits our Company headquarters and applies with a document verifying their identity)	Rüzgarlıbahçe Bahçe Mahallesi Cumhuriyet Caddesi No:24, Beykoz/İstanbul, 34805	Write “Information Request Within the Scope of the Personal Data Protection Law” on the envelope.
Notification via Notary	Rüzgarlıbahçe Bahçe Mahallesi Cumhuriyet Caddesi No:24, Beykoz/İstanbul, 34805	Write “Information Request Within the Scope of the Personal Data Protection Law” on the notification envelope.
Signed with Secure Electronic Signature and sent via Registered Electronic Mail (KEP)	Medistate.kavacik@hs09.kep.tr	Write “Personal Data Protection Law Information Request” in the subject line of the email.

1. Identity and Contact Information of the Personal Data Owner

Full Name:	
Turkish ID Number:	
Address:	
Phone Number:	
Email Address:	

2. Relationship with Our Company

Your Relationship with Our Company:	
Department You Have Contacted Within Our Company:	

3. Explanation of the Request

Please specify your request within the scope of KVKK and the personal data subject to your request in detail.

4. Supporting Documents Related to the Subject

Please indicate if there are any documents you would like to present as the basis of your application and submit the relevant documents together with your application.

5. Please select the method by which you would like our response to be delivered:

- I would like it to be sent to **my address**.*

- I would like it to be sent to **my email address**.
(If you choose the email method, we will be able to respond to you **faster**.)*

- I would like to **receive it in person**.
(In case of collection by proxy, a **notarized power of attorney or authorization document** is required.)*

Applicant (Personal Data Owner) *

Full Name :
Application Date :
Signature :

* If you are applying on behalf of someone else, please send documents proving that you are authorized to apply (such as a document showing that you are the parent/guardian of the personal data owner, power of attorney, etc.) together with the application. For these documents to be considered valid, they must be issued or approved by the competent authorities.