1. Data Controller and Method of Application

This application form (the "**Application Form**") has been prepared by Akasya Çocuk Dünyası A.Ş. (the "Company"), in its capacity as data controller, in order to promptly, effectively and comprehensively assess and resolve the applications that data subjects may submit to the data controller pursuant to Article 11 of the Law on the Protection of Personal Data No. 6698 (the "**Law**") and the Communiqué on the Procedures and Principles of Application to the Data Controller.

In your capacity as data subject, you may submit your requests under Article 11 of the Law to the Company, as data controller, in writing, by sending a wet-signed copy of this Application Form, together with a copy of your identity document on which the religion field is either absent or redacted, by registered mail with return receipt to Acıbadem Mah. Derin Sok. Akasya B Blok No: 8A Üsküdar/İstanbul, or by any other method determined by the Personal Data Protection Board (the "Board").

2. Rights of the Data Subject

Pursuant to Article 11 of the Law, as the data subject, i.e. the natural person whose personal data are processed, you have the right to:

- learn whether your personal data are processed by the Company in its capacity as data controller,
- request information in this regard if your personal data have been processed,
- learn the purpose of the processing of your personal data and whether they are used in accordance with such purpose,
- request information on the third parties, domestic or abroad, to whom your personal data are transferred,
- request the rectification of your personal data if they are processed incompletely or inaccurately,
- request the destruction of your personal data under the conditions set forth in the relevant articles of the Law,
- request that the rectification or destruction be notified to the third parties to whom your personal data have been transferred,
- object to any outcome to your detriment arising from the analysis of your personal data exclusively through automated systems,
- claim compensation for damages in the event that you suffer damage due to the unlawful processing of your personal data.

3. Data Subject Identification Information

We need to verify your identity in order to carry out the necessary investigation, assessment and resolution regarding your application and to ensure data security. Therefore, we kindly ask you to complete the fields below accurately and in full:

Name and Surname*	
Turkish ID Number **(For foreign nationals: Nationality, Passport No. / ID No., if any) ***	
Address*	
E-mail Address*	
Telephone Number	

**Mandatory fields.*

4. Relationship between the Data Subject and the Data Controller

Please indicate your relationship with the Company by ticking the appropriate option, and specify in the section below whether this relationship is still ongoing.

Participating Company Representative/Employee	☐	Job/Internship Applicant	☐
Third Party	☐	Employee/Intern	☐
Visitor	☐	Other (_____)	☐

☐ My relationship with the Company is ongoing as of the date this Application Form is completed.

☐ My relationship with the Company ended as of (_____).

5. Requests of the Data Subject

As the data subject, please tick the relevant box(es) in the list below for the matter(s) about which you wish to be informed pursuant to the relevant articles of the Law.

SUBJECT OF REQUEST	RELEVANT INFORMATION/DOCUMENTS	
1. I would like to learn whether my personal data are processed by the Company.	If you wish to obtain information regarding a specific category of personal data, please specify.	☐
2. I would like to learn for what purpose my personal data are processed by the Company.	If you wish to obtain information regarding a specific category of personal data, please specify.	☐
3. I would like to learn whether my personal data are used by the Company in accordance with their purpose.	If you wish to obtain information regarding a specific category of personal data, please specify.	☐
4. If my personal data are transferred to third parties domestically or abroad, I would like to know the identity of those third parties.	If you wish to obtain information regarding a specific category of personal data, please specify.	☐
5. I believe my personal data have been processed incompletely or inaccurately and I request their rectification.	Please specify the personal data you believe to be incomplete or inaccurate and how such data should be corrected.	☐
6. I request that my personal data, which I believe have been processed incompletely or inaccurately, also be rectified by the third parties to whom they have been transferred.	Please specify the personal data you believe to be incomplete or inaccurate and how such data should be corrected.	☐

7. I request the erasure/destruction of my personal data since the reasons requiring their processing no longer exist.	Please specify the personal data that are the subject of this request and the outcome you believe to be to your detriment, and attach to this Application Form any supporting information and documents relating to these matters.	☐
8. I request that my personal data also be erased/destroyed by the third parties to whom they have been transferred, since the reasons requiring their processing no longer exist.	If this request relates to only part of your personal data, please specify which data are concerned and the grounds for your request, together with supporting information and documents, and attach such supporting information and documents to this Application Form.	☐
9. I believe that my personal data processed by the Company have been analysed exclusively through automated systems and that this analysis has resulted in an outcome to my detriment. I object to this outcome.	Please specify the grounds for your request and the outcome concerned, and attach to this Application Form any supporting information and documents relating to these matters.	☐
10. I claim compensation for the damage I have suffered due to the unlawful processing of my personal data.	Please specify the grounds for your request and the damage you believe you have suffered in the space below, and attach to this Application Form any supporting information and documents relating to these matters (such as decisions of the Personal Data Protection Board or court decisions).	☐

For applications to be made by third parties on behalf of the data subject, we kindly ask that a notarized power of attorney be submitted to us together with this Application Form; and for applications to be made on behalf of children under parental custody or guardianship, a copy of the documents evidencing the custody/guardianship relationship be submitted to us together with this Application Form.

In order to ensure the security of your personal data and to verify that you are the data subject, we may contact you and request certain information and documents from you in this regard. Any information and documents you provide to us in this context will be destroyed immediately after your identity as the data subject has been verified.

Should the requested information and documents be incomplete, we kindly ask you to complete and forward them to us upon our request. Please note that the thirty (30) day period for concluding the request, as set out in Article 13(2) of the Law, will not commence until the missing information and documents have been fully provided to us.

6. Conclusion of Requests by the Data Controller

Depending on its nature, your request will be assessed effectively, lawfully and in good faith in accordance with the personal data protection legislation, and will be responded to *as soon as possible and at the latest within thirty (30) days* following the date of application. Our responses and assessments will be communicated to you in writing or electronically, in accordance with the procedures prescribed by the legislation and based on your preference indicated in this Application Form. If you have a preference as to whether the outcome of your application should be communicated by post or by e-mail, please indicate it below:

I would like the outcome of my application to be sent to my e-mail address.	☐
I would like the outcome of my application to be sent to my address by post.	☐

Your requests will be concluded free of charge depending on their nature; however, if the response process incurs an additional cost, a fee may be charged in the amounts determined under the relevant legislation.

7. Declaration of the Data Subject

I hereby request that my application for information, submitted pursuant to the relevant legislation, be assessed and concluded within the scope of the request(s) specified above, and I acknowledge, declare and undertake that the information and documents I have provided to you in this application are accurate, up to date and belong to me.

Name and Surname of the Data Subject	
Date	
Signature	