**DATA SUBJECT ACCESS REQUEST FORM**

1. **General Information Regarding Your Access Request**

Below are the requests that can be made to İstanbul Kültür ve Sanat Vakfı (İstanbul Foundation for Culture and Arts) (“**Foundation**”), and its affiliated commercial enterprise İstanbul Kültür ve Sanat Vakfı Tur. Paz. Org. İktisadi İşletmesi, which is the Data Controller in accordance with the Article 11 of the Law No. 6698 on the Protection of Personal Data (“**the Law No. 6698**”):

1. To learn whether your personal data are processed or not,
2. In case your personal data are processed, to request information,
3. To learn the purpose of processing your data and whether they are used for the intended purposes or not,
4. To learn the third parties at home or abroad to whom your personal data are transferred,
5. If your personal data are processed incompletely or inaccurately, to request correction, and, accordingly, to request that third parties to whom your personal data were transferred be notified of such action,
6. Even if your personal data are processed in compliance with the Law No. 6698 and other applicable provisions, if the reasons requiring data processing are no longer valid, to request erasure, destruction or anonymization of your personal data, and, accordingly, to request that the third parties to whom your personal data were transferred be notified of such action,
7. To raise objections against the analyzing of your processed data exclusively by automatic means if it leads to an unfavorable consequence for you, and
8. To request compensation for the damage arising from the unlawful processing of your personal data, in accordance with the Article 11 of the Law.

Our Foundation will conclude your request as soon as possible or, at the latest, within 30 (thirty) days depending on the nature of the request, as per Article 13 of the Law No. 6698.

1. **Method of Request**

You may send your requests within the scope of this rights, in accordance with the Article 13 of the Law No. 6698 and the Article 5 of **“Communique Regarding the Rules and Procedures for Requests from Data Controller”** by means of written form or registered electronic mail (KEP), secure electronic signature or from the e-mail address submitted beforehand to the Foundation and registered in İKSV’s system.

Data Subjects should pay attention to the explanations below regarding the methods of making written requests.

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| --- | --- | --- |
| **METHOD OF REQUEST** | **Written Request** | **With Secure Electronic Signature, Mobile Signature or from the E-mail Address Registered in İKSV's System** |
| **RECEIVER’S ADDRESS** | İstanbul Kültür Sanat Vakfı Nejat Eczacıbaşı Binası Sadi Konuralp Caddesi No:5 Şişhane 34433 İstanbul | kisiselveriler@iksv.org |
| **INFORMATION TO BE INCLUDED IN THE REQUEST** | The phrase “Application within the Scope of the Law on the Protection of Personal Data” will be written on the letter/written notice. | The phrase “Application within the Scope of the Law on the Protection of Personal Data” will be included on the subject area of the e-mail. |

1. **Identity and Contact Information**

Please fill out all fields below so that we may contact you and confirm your identity.

|  |  |  |
| --- | --- | --- |
| Full Name\* | : |  |
| Republic of Turkey Identity Number / Passport Number or Identity Number for Other Nationalities\* | : |  |
| Your Permanent Address\* / Business Address  | : |  |
| Mobile Phone Number\*\* | : |  |
| Telephone Number\*\* | : |  |
|  |  |  |
| Fax Number\*\* | : |  |
| E-mail Address\*\*  | : |  |
| Your Relationship with the Foundation | : | Tulip Card Member |  | Follower |  |
| Visitor |  | Other |  |
| Employee |  |  |  |

\*This field is mandatory to be filled. Otherwise, your request will not be processed.

\*\*To be filled out, if applicable, in order to respond to your request.

1. **Subject of the Request**

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| Please state your access request regarding your personal data. Relevant information and documents must be included in the request form. |
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Within the scope of abovementioned requests, I would like to be informed about the request form that I sent to the Foundation, as per Article 13 of the Law No. 6698.

I declare that all information and documents that I’ve provided are accurate and up-to-date, that the Foundation may request further information in order to conclude my request, and that I am informed that it might be necessary to make payment, which is determined by the Committee of the Foundation.

I want to receive a response to the permanent address I’ve provided in the 3rd section.

I want to receive a response via the e-mail address I’ve provided in the 3rd section.

**Applicant’s (Data Subject)**

**Full Name :**

**Date of Request :**

**Signature :**