

İSTANBUL KÜLTÜR ve SANAT VAKFI ve İKTİSADI İŞLETMELERİ

DATA SUBJECT APPLICATION FORM

1. Application Procedure

With this form, you can forward your request to İstanbul Kültür ve Sanat Vakfı ve İktisadi İşletmeleri (“İKSV” or “Foundation”) in one of the four methods described below, in accordance with Article 13 of the Personal Data Protection Law No.6698 (the “Law”) and Article 5 of the Communiqué On the Principles And Procedures For The Request To Data Controller, within the scope of your rights listed in Article 11 of the Law.

	APPLICATON PROCEDURE	APPLICATION ADRESS	INFORMATION TO BE INCLUDED IN THE APPLICATION
1. Written Application	In-person application with wet-ink signature, by notary or by cargo/ mail	İstanbul Kültür Sanat Vakfı Nejat Eczacıbaşı Binası Sadi Konuralp Caddesi No: 5 Şişhane 34433 İstanbul	“Information Request as per Personal Data Protection Law” will be written on the envelop / notification
2. Application with E-mail Address Registered in Our System	By using your E-mail address registered in our Foundation’s system	kisiselveriler@iksv.org	“Information Request as per Personal Data Protection Law” will be written in the subject section of the e-mail.
3. Application with E-mail Address Not Available in Our System	By using your e-mail address, which is not available in our Foundation’s system, which will include a mobile signature/ e-signature	kisiselveriler@iksv.org	“Information Request as per Personal Data Protection Law” will be written in the subject section of the e-mail.

2. Identity and Contact Information

Please fill in the fields below so that we can contact you and confirm your identity.

Name-Surname	
Turkish ID Number / For Other Country Nationals Passport Number or ID Number	
Residential Address / Work Address for Notification	
Mobile Phone Number	
Phone Number	
Fax Number	
E-mail Address	

3. Your Relationship with Our Foundation

Your Relationship with Our Foundation	Member		Volunteer	
	Visitor		Other <i>(Specify)</i>	

The unit you communicate with in our foundation	
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<p>I am a Former Employee</p> <p><i>Years I've worked</i> :.....</p> <p>Other:</p>	<p>I Shared Job Application / Resume</p> <p><i>Date</i> :</p> <p>I am a Third Party Company Employee</p> <p><i>Please specify your company and position:</i></p> <p>.....</p>
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4. Subject of the Request

<p>Please write your request for your personal data clearly below. Information and documents on the subject should be added to the application.</p>

Your request will be answered within 30 days from the date of delivery of the request according to the nature of the request in accordance with Article 13/2 of the Law. Our responses will be conveyed in written or electronic form as per Article 12 of the Law.

5. Please Choose the Method of Response Method

I want the result of my application to be sent to my address which I provided in the second part of the form.

I want the result of my application to be sent to my e-mail address which I provided in the second part of the form.

I want the result of my application to be sent to my fax address which I provided in the second part of the form

In accordance with the requests I have stated above, I kindly ask to your Foundation to evaluate my application in accordance with Article 13 of the Law and be informed.

I hereby declare that the above-mentioned information and documents are correct and up to date and your Foundation may request additional information in order to finalize my application and I was informed that I may have to pay the fee set by the Personal Data Protection Board if it requires an additional cost.

Applicant (Data Subject)

Name-Surname :

Application Date :

Signature :

This application form is drafted in order to respond to your request correctly and in due time by determining your relationship with our Foundation and, if any, your personal data processed by our Foundation in precise. In order to eliminate the legal risks that may arise from illegal and unjust data sharing and to provide the security of your personal data, our Foundation reserves the right to demand additional documents (ID Card, passport, driving license, etc.) or information to check the identity and authorization. If the information you conducted within the scope of the form is not correct or up-to-date or in case of an unauthorized application, our Foundation declines any responsibility arising from the requests regarding the incorrect information or unauthorized application.