



**ENKA  
SCHOOLS**

ENKA SPOR EĞİTİM VE SOSYAL YARDIM VAKFI İŞLETMESİ

'DATA SUBJECT PERSONAL DATA APPLICATION FORM'

## GENERAL EXPLANATIONS

According to the provisions of the Law No. 6698 on Protection of Personal Data (the "KVK Law"), you, as Data Subject, i.e. as the "Related Person" pursuant to the definition in the aforementioned Law (but as hereinafter referred to as the "Applicant"), are entitled to:

- get detailed information about your rights on protection of your personal data,
- learn whether your personal data are processed or not,
- request information if your personal data are processed,
- learn the purpose of processing of your personal data and whether they are used for the intended purposes,
- learn whether your personal data are transferred or not, and if transferred, the third party(ies) to whom they are transferred to,
- request the rectification of any incomplete or inaccurate personal data, if any;
- request the erasure or destruction of your personal data under such conditions as laid down in the applicable legislation,
- request the notification of your aforementioned requests for rectification, erasure or destruction of your personal data to such third party(ies) to whom your personal data are transferred to,
- request compensation for any damage, if any, arising from any unlawful processing of your personal data.

For making usage of the above rights as granted by the aforementioned Law, the following procedure shall be employed for any applications to be made to our Institution as Data Controller:

## Application Procedure

For any application to our Institution, the hereby 'Data Subject Personal Data Application Form' is required, after having been completely filled in, to be

- submitted by the Applicant in person to our Institution in printed out hardcopy format; or
- served by notary public to our Institution in printed out hardcopy format; or
- forwarded to our Company's Registered Electronic e-Mail Address in electronic softcopy format under Applicant's "safe electronic signature" as defined in the Law No. 5070 on Electronic Signature.



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Please find below, depending on the modus of application, the physical and virtual addresses where the 'Data Subject Personal Data Application Form' is to be submitted or served in printed out hardcopy format or to be forwarded in electronic softcopy format, as well as the information to be given thereby:

Application Modus	Application Address	Information to be given thereby
Submission of the Application Form in printed out hardcopy format by the Applicant in person  (under presentation of personal identification documents)	Poligon Mah. Sarıyer Cad. No:121/1 İstinye Sarıyer İstanbul	The phrase "Demand for Information in accordance with the Law on Protection of Personal Data" is required to be written on the envelope.
Service of the Application Form in printed out hardcopy format by Notary Public	Poligon Mah. Sarıyer Cad. No:121/1 İstinye Sarıyer İstanbul	The phrase "Demand for Information in accordance with the Law on Protection of Personal Data" is required to be written on the affidavit of service.
Forwarding of the Application Form in electronic softcopy format by e-mail to the Registered Electronic e-Mail Address (Turkish abbreviation: KEP) under Applicant's "safe electronic signature"	<a href="mailto:enka.lisesi@hs03.kep.tr">enka.lisesi@hs03.kep.tr</a> <a href="mailto:enka.ortaokulu@hs03.kep.tr">enka.ortaokulu@hs03.kep.tr</a> <a href="mailto:enka.ilkokulu@hs03.kep.tr">enka.ilkokulu@hs03.kep.tr</a> <a href="mailto:enka.anaokulu@hs03.kep.tr">enka.anaokulu@hs03.kep.tr</a> <a href="mailto:enkavakfiisletmesi@hs03.kep.tr">enkavakfiisletmesi@hs03.kep.tr</a>	The phrase "Demand for Information in accordance with the Law on Protection of Personal Data" is required to be written on the subject line of the e-mail message.

Any applications to ENKA will be answered as quickly as possible, but in any case, at the latest within thirty days as of the date of receipt of the 'Data Subject Personal Data Application Form'. Our answers will be sent to you, depending on your request, either in hardcopy or in softcopy format.



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### A. Applicant's Communication Information:

Forename:	
Surname:	
Turkish National ID-No:	
Phone:	
E-mail: (for faster answering to your application)	
Address:	

### B. Applicant's relation to our Company. (such as client, business partner, employee candidate, ex-employee, third party firm employee, shareholder, etc.)

<input type="checkbox"/> Client	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Other: .....
Company Unit with which the Applicant is in communication: .....	
Subject: .....	

<input type="checkbox"/> Ex-employee	<input type="checkbox"/> Job application is made / CV is shared on the
<i>Years of employment:</i> .....	<i>Date:</i> ..... .....
<input type="checkbox"/> Other: .....	





The hereby 'Data Subject Personal Data Application Form' is issued in order to ascertain your relation to our Company, completely determine your personal data processed by our Company, and accurately answer your application until the provided deadline. For the purpose of eliminating any legal risks to arise out of any unlawful or unjustified sharing of your personal data and especially for ensuring the safety and security thereof, our Company reserves its right to request from you any additional information and documents (such as identity card of driving license etc.) for the clearly determination of your identity and authorization. For the case that any information given by yourself in connection with your demand in your 'Data Subject Personal Data Application Form' is incorrect or out-of-date, our Company does not accept any responsibility for any failure to answer or any misleading answers due to such incorrect or out-of-date information provided by yourself or any unauthorized demands.

Applicant (Data Subject)

Name and Surname :

Application Date :

Signature :