

DATA SUBJECT APPLICATION FORM (Application Form Regarding Personal Data)

General Information

Within the scope of the Law No. 6698 on the Protection of Personal Data (“KVKK”), data subjects (“Applicant”) may submit their requests regarding their personal data pursuant to Articles 11 and 13 of the KVKK and the Communiqué on the Principles and Procedures for Application to the Data Controller.

Applications submitted in accordance with the procedures specified below will be evaluated and finalized within thirty (30) days following the date of receipt.

Application Methods

	APPLICATION METHOD	APPLICATION ADDRESS	INFORMATION TO BE PROVIDED IN THE APPLICATION
1. Written Application	By submitting a wet-signed application in person or through a Notary Public; via a registered electronic mail (KEP) address	IşıktepeOSB Mah. Kahverengi Cad. No:14 Nilüfer, Bursa / TÜRKİYE	The envelope/notification must state: “Information Request under the Law on the Protection of Personal Data.”
2. Application via Registered Electronic Mail (KEP)	By using a registered electronic mail (KEP) address	quadplus@hs03.kep.tr	The subject line of the e-mail must state: “Information Request under the Law on the Protection of Personal Data.”
3. Application via the E-mail Address Registered in Our System	By using the e-mail address registered in our Company’s system	info@quadplus.com.tr	The subject line of the e-mail must state: “Information Request under the Law on the Protection of Personal Data.”
4. Application via an E-mail Address Not Registered in Our System	By using an e-mail address not registered in our Company’s system, provided that it includes a mobile signature / e-signature	info@quadplus.com.tr	The subject line of the e-mail must state: “Information Request under the Law on the Protection of Personal Data.”

Applicant Information

Full Name			
	For Turkish Citizens	For Foreign Nationals	
Turkish ID Number		Nationality	
		Passport Number or ID Number	
Phone Number			
E-mail Address			
Address			
Your Relationship With Our Company	<input type="checkbox"/>	Current Employee	Department / Position
	<input type="checkbox"/>	Former Employee	Employment Period/Position
	<input type="checkbox"/>	Job Applicant	Application Date/Position
	<input type="checkbox"/>	Subcontractor Employee	Company/Position
	<input type="checkbox"/>	Customer	<input type="checkbox"/> Visitor
If applicable, please indicate the department or subject related to your relationship with our company:			
How Would You Like To Receive The Response?	<input type="checkbox"/> By postal mail	<input type="checkbox"/> By e-mail	<input type="checkbox"/> In Person

Subject of the Request

1. I would like to learn whether Quad Plus Automation Services Ltd. Şti. ("QPEU") processes my personal data.
2. If QPEU processes my personal data, I request information regarding such data processing activities.

3. If QPEU processes my personal data, I would like to learn the purpose of processing and whether they are used in accordance with that purpose.
4. If my personal data are transferred to third parties domestically or abroad by QPEU, I would like to know these third parties.
5. I believe that my personal data have been processed incompletely or inaccurately by QPEU and request their correction.
6. Although my personal data have been processed in accordance with the KVKK and other relevant legislation, I believe that the reasons requiring their processing no longer exist and therefore request their deletion or destruction.
7. I request that the correction of my personal data processed incompletely or inaccurately be notified to third parties to whom such data have been transferred.
8. I request that third parties to whom my personal data have been transferred be notified of the deletion or destruction of my personal data.
9. I object to the occurrence of a result against me as a result of my personal data being analyzed exclusively through automated systems.
10. I request compensation for damages arising from the unlawful processing of my personal data.

Detailed Request

Please explain your request in detail below:

I hereby request that my application submitted to the Data Controller be evaluated in accordance with Article 13 of the Law No. 6698 on the Protection of Personal Data, and that I be informed accordingly. I declare and undertake that the information and documents provided in this application are accurate and up to date. I acknowledge that the Data Controller may request additional information in order to finalize my request and that I may be required to pay the fee determined by the Personal Data Protection Board if the process requires additional costs.

This form has been prepared in order to respond to your request accurately and within the legal timeframe. Therefore, it is important that the requested information is provided completely and clearly. Our Company reserves the right to request additional documents (such as identity card, etc.) in order to eliminate legal risks arising from unlawful or unauthorized data sharing and to ensure the security of personal data. If the information provided within the scope of this form is incorrect or incomplete, or if an unauthorized application is submitted, our Company shall not be responsible for any consequences arising from such situations.

Full Name	Date of Application	Signature