The Koç School

APPLICATION FORM

GENERAL EXPLANATIONS

In Article 11 of the Law on the Protection of Personal Data ("PDP Law"), certain rights have been granted to the personal data owners (hereinafter referred to as "data subject") regarding the processing of personal data defined in Law No. 6698 in PDP Law.

In accordance with the first paragraph of Article 13 of the Law on PDP, the applications to our Institution as the data controller shall be communicated in writing or by other means determined by the Personal Data Protection Council ("the Council").

In this framework, the print out of the "written" applications to our Institution have to be taken,

- With identity verification in hand,
- By means of notary,
- Signed with the "secure electronic signature" defined in the Electronic Signature Law No. 5070

and sent to us.

Please find below the information regarding specifically the written application channels on how they will be sent to us.

Method of Application	Address of Application	Information to be Indicated in the Delivery of Application
With identity verification in hand, by means of Notary,	Tepeören Mah. Çayırlar Mevkii Tuzla, İstanbul	"Request for Protection of Personal Data Information" will be written on the envelope.
By means of Registered Electronic Mail	info@kocschool.k12.tr	"Request for Protection of Personal Data Information" will be written in the subject part of the email.

The above-mentioned channels are "written" application channels in accordance with the first paragraph of the Article 13 of PDP Law. Once the other methods determined by the Council are announced, our Institution will also announce how these applications will be received by way of these methods.

According to the second paragraph of the Article 13 of PDP Law, the applications you send to our Institution, depending on their nature, will be responded by our Institution in max thirty days as of the day we receive them. As per the provision of the Article 13 of PDP Law, our response will be sent to you in writing or by means of electronic media.

A. Contact Information of the Applicant:

Name:	
Surname:	
Identity Number:	
Phone Number:	
E-mail: *(We will be able to respond to you faster if you provide this information)*	
Address:	

B. Please state your relationship with our Institution. *(For instance parent of a student, candidate employee, third party employee, shareholder)*

☐ Student/Parent ☐ Visitor	☐ Business Partner ☐ Other: …………………..
The unit you are in contact with in our Institution: Subject: …………………………………..……………………………………….………..……	

☐ I am a former employee *Years I worked in: ………………* ☐ Other: ………………………………………....	☐I made a Job Application/ Shared my CV Date: ……… ☐ I am a third party employee *Please state the company you are working for and your position* *……………………………………………………*

C. Please state your request in detail within the scope of PDP Law.

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D. Please choose the method of response we will provide you:

☐ I want it to be sent to my address.

☐ I want it to be sent to my email address.
(We will be able to respond to you faster if you choose the email option)

☐ I want to receive it by hand.
(In case of receipt by proxy, there must be a notarized power of attorney or authorization certificate.)

This application form hereby has been prepared in order to determine your relationship with our Institution and your personal data is processed precisely by our Institution in order to respond to your application accurately and within the legal period. Our Institution reserves the right to demand additional documents and information (identification card or driver's license, etc.) for verification of identity and authority in order to eliminate the legal risks that may arise from illegal and unfair data sharing and especially to ensure the security of your personal data. In case the information in the form regarding your request is not accurate or up-to-date or an unauthorized application is made, our Institution does not accept liability for such requests with inaccurate information or from unauthorized applications.

The Applicant (The Subject of the Personal Data)

Name- Surname:

Application Date:

Signature: