Page 2 RIGHTS OF THE RELATED PERSON **SEARCH METHODS** In the Law, the relevant persons regarding the implementation of the Law regarding their personal data and claiming some rights so that they can protect their rights. methods have been determined. Thus, the persons concerned in order to exercise their rights regarding the protection of their data. In addition to resorting to judicial remedy, They will also be able to use other methods of claiming rights. In this context, a gradual application procedure in the Law envisaged. With the implementation of the Law of the persons concerned forwarding their related requests to the data controller first. will be required. In the application made to the data controller rejection of the request, insufficient response or not responding to the application in a timely manner. In cases where relevant persons have the right to complain to the Board. they will. A) RIGHT OF APPLICATION According to Article 13 of the Law; the persons concerned, their requests regarding the implementation of the data to the data controller first. are required to be forwarded. Data of the relevant persons in writing to the responsible person or other methods are provided. It In this context, Application Procedures and Principles to the Data Controller Page 3 In addition to the written application with the Communiqué on registered e-mail (KEP) address to individuals, secure data by electronic signature, mobile signature or the person concerned previously notified to the data controller and e-mail address registered in the system by using or for the purpose of application data by means of a developed software or application. opportunity to apply to the supervisor. Receiving this request data controller, free of charge or as a separate part of the transaction. if required by the cost, determined by the Board as soon as possible in return for the fee to be charged according to the tariff. and review the request within thirty days at the latest; accept or his refusal by explaining the reason, also person is required to be notified. data controller if he accepts the request, fulfills the requirement; If the relevant person's request regarding the implementation of the Law If the data controller is at fault in the matter, the fee charged must be returned to the person concerned. B) RIGHT TO COMPLAIN According to the 14th and 15th articles of the Law, the relevant persons are notified to the Board. the procedures and principles regarding the complaints they will make connected. In order to make a complaint, the first to the data controller of the data subject in accordance with Article 13. rejection of his application, 2nd Page 4 insufficient or within 30 days to apply. must not be answered. Data of the persons concerned Complain directly to the Board without applying to the person in charge It is not possible to go his way Personal rights within the scope of processing personal data compensation of the persons concerned, who have been violated, according to the general provisions. rights reserved. It is mandatory to go to the application route, It is optional to go the way of complaint. stipulated for the person concerned to file a complaint with the Board. The period is from the date the data controller learns the answer. thirty from the date of application and in any case from the date of application sixty days. But for the Board to review There is no need for a complaint from the person concerned. violation of the board even if he learns of his allegation in any way acting ex officio on matters falling within its mandate it is within its power to carry out the necessary investigation. According to Article 15 of the Law, the Board will The procedures and principles of the examination are regulated. This According to the Board, upon complaint or learning of the alleged violation. ex officio, in matters falling within its scope of duty will be able to review. This review is based on a complaint or shall be exclusive to the alleged infringement learned ex officio. 6 of the Law on the Use of the Right to Petition. Notifications that do not meet the conditions specified in Article Complaints will not be considered. data controllers, Page 5 Except for the information and documents that are in the nature of state secret, the request to send the information and documents to the Board within 15 days or allowing on-site inspection when necessary. has to provide. The board will make a complaint It is expected to respond at the end of the examination, within sixty days from the date of the complaint If no response is given, the request will be deemed rejected. is connected. The Board may review the complaint or ex officio. As a result, it is concluded that the provisions of the Law have been violated. the relevant data controller of the illegalities he/she detects. decides to have it removed by the notifies. This decision shall be made without delay as of the notification and shall be carried out within thirty days at the latest. Again, upon complaint or ex officio examination As a result, the widespread practice of unlawful Upon determining that the a principle decision on the matter is taken and this decision is published. Board relevant before making a policy decision, if needed. receive the opinions of institutions and organizations. In addition, the Board shall be liable for any irreparable or impossible damages. together with the emergence of the conditions of unlawfulness in case of data processing or data Deciding to suspend the transfer abroad authorization is given. Those concerned, to the decisions taken by the Board litigation in the administrative courts possible. Page 6 **APPLICATION** Data Controller Related person Request • Demand as soon as possible written or and no later than 30 days of the Board for free in Court appropriate concludes. will see Personal rights • If there are additional costs another violated may charge a fee. by the method general makes. to the provisions judgment by on your way Rejection Acceptance can go, compensation rights reserved. justification • Reply to the relevant person explains and written or electronic reports in the environment. the answer is written • Fulfill the demand or electronic brings. relevant in the environment • The application itself inform the person. from the mistake fee due returns it to the person concerned. Page 7 **COMPLAINT** Related person Board your application denial/your answer insufficient be/answer within 60 days Reply not given if he doesn't answer answer in case It is considered RED. learned from the date The existence of the violation if understood 30/application communicated to the concerned. since within 60 days Complain to the Board can be found. Related person Data Controller From the Communiqué from without delay and no later than 30 during the day instead of the decision brings.

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