

**TAV İŞLETME HİZMETLERİ ANONİM ŞİRKETİ ("Company")**  
**DATA SUBJECT APPLICATION FORM**

**1. Application Method**

Application Method Under Article 13 of the Law and Article 5 of the Communiqué on the Principles and Procedures Regarding Application to Data Controller, you may submit your requests within the scope of your rights listed in Article 11 of the Personal Data Protection Law No. 6698 (the "Law") to our Company with one of the four methods described below by this form.

	<b>APPLICATION METHOD</b>	<b>ADDRESS TO WHICH APPLICATION SHALL BE MADE</b>	<b>INFORMATION THAT SHALL BE GIVEN IN THE APPLICATION</b>
<b>1. Application in Writing</b>	Application in person, signed by hand or Via notary public	Ayazağa Mah. Azerbaycan Cad. 2C Blok No:3L/4 2C Blok 34396 Sarıyer/İstanbul	The phrase "Information Request Under the Personal Data Protection Law" shall be written on the envelope/notification.
<b>2. Via Registered Electronic Mail (REM)</b>	Via Registered Electronic Mail (REM) address	tavisletme@hs01.kep.tr	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.
<b>3. Application Via the Electronic Mail Address Found in our System</b>	By using your e-mail address registered in our Company's system	tavisletme@hs01.kep.tr	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.
<b>4. Application Via the Electronic Mail Address Not Recorded in our System</b>	By using your e-mail address, which is not recorded in our Company's system, in a manner including a Mobile Signature/ E-Signature	<a href="mailto:kvkiletisim_isletmehizmetleri@tav.aero">kvkiletisim_isletmehizmetleri @tav.aero</a>	The phrase "Personal Data Protection Law Information Request" shall be written in subject line of the e-mail.

**2. Your Identity and Contact Information**

Please fill in the following fields so that we can contact you and verify your identity.

Name-Surname	:	
TR Identity Number / Passport Number or Identity	:	

Number for Citizens of Other Countries	:	
Residential Address / Workplace Address for Notifications	:	
Mobile Phone	:	
Phone Number	:	
Fax	:	
E-mail	:	

### 3. Your Relation with our Company

Your Relation with our Company	:	Customer	<input type="checkbox"/>	Employee	<input type="checkbox"/>
	Visitor	<input type="checkbox"/>	Other ( <i>Please specify</i> )	<input type="checkbox"/>	

### 4. Subject of the Request

Please clearly write down below your request in relation to your personal data. The information and documents regarding the subject matter, must be attached to the request.

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**5. Information About the Choice of the Right that the Data Subject Shall Exercise**

Choice	Subject
	Is my personal data processed by the Company?
	If my personal data is processed by the Company, I request information about the processing activity.
	If my personal data is processed by the Company, I request information about the purpose of the personal data processing activity and whether the activity is carried out in accordance with intended purpose of processing.
	Are my personal data being transferred to third parties in Turkey or abroad? If my personal data are transferred, I request information about third parties.
	I believe that my personal data are being processed incompletely or incorrectly by the Company, and I request that this is corrected. <b>Upon request, the following information and documents should be submitted to us:</b> <ul style="list-style-type: none"> <li>• The content of your personal data that, you believe, is incomplete or incorrect, and that you want that it is corrected,</li> <li>• The documents showing accurate and complementary information of your personal data.</li> </ul>
	I believe that the reasons for processing my personal data have ceased to exist, therefore, I request that my personal data be <input type="checkbox"/> Deleted or <input type="checkbox"/> Anonymized <b>If requested, explanatory information / document about why you believe that the reasons for processing your personal data do not exist, should be submitted to the Company.</b>
	If my personal data is being processed incompletely or incorrectly by the Company, I request that third parties to whom my personal data are transferred be notified of this situation.  <b>Upon request, following information and documents should be submitted to the Company:</b> <ul style="list-style-type: none"> <li>• The content of your personal data that, you believe, is incomplete or incorrect, and that you want that it is corrected,</li> <li>• The documents showing accurate and complementary information of your personal data.</li> </ul>
	If the reasons for processing of my personal data have ceased to exist, I request that the third parties to whom my personal data was transferred be notified accordingly.  <b>If requested, explanatory information / document about why you believe that the reasons for processing your personal data do not exist, should be submitted to the Company.</b>



	I object to the result against me as a result of the analysis, exclusively through automated systems, of my personal data processed by the Company.  <b>Upon request, the information/document explaining the result against you should be submitted to the Company.</b>
	I request that the damage I have suffered due to unlawful processing of my personal data, is remedied.  <b>Upon request, the information/document explaining the damage you have suffered must be submitted to the Company.</b>

## 6. Choose the Means by which the Response Shall be Notified to You

I want that the response be sent to the mail address that I provided in Section 2.

I want that the response be sent to the electronic mail address that I provided in Section 2.

I want that the response be sent to the fax number that I provided in Section 2.

In accordance with the requests I specified above, I kindly request that you evaluate my application to your Company according to article 13 of the Law, and inform me.

I declare and undertake that the information and documents that I provided to you in this request are accurate and up-to-date, that your Company may request additional information in order to finalize my request, and that I was informed that I may also have to pay the fee determined by the Personal Data Protection Board if the request requires any extra cost.

### Applicant (Data Subject)

Name Surname :  
Application Date :  
Signature :

*This request form is drawn up to define your relationship with our Company and to determine your personal data processed by our Company in full, if any, so that your relevant request can be responded to correctly and within the legal period. Our Company reserves the right to request additional documents and information for identity validation and authorization determination in order to eliminate legal risks that may arise from unlawful and unfair data sharing and, in particular, to ensure the security of your personal data. If the information about your requests which you submit within the scope of the Form is not accurate and up-to-date, or if an unauthorized request is made, our Company accepts no responsibility for any claims arising from such incorrect information or unauthorized application*