1. **GENERAL INFORMATION**

Your personal data are processed in accordance with the Personal Data Protection Law no. 6698 (hereinafter referred to as the "**PDP Law**") and the secondary legislation that takes its legal basis from it and the decisions of the Personal Data Protection Board (hereinafter referred to as the " **PDP Board**") (all together hereinafter referred to as the "**Data Protection Legislation**") and other relevant legislation. Data subjects may request information about personal data relating to them, access to such information, rectification or erasure, in accordance with their rights under Article 11 of the Personal Data Protection Law.

Aksigorta Anonim Şirketi ("**Aksigorta**" or "**us**"), which has the title of data controller pursuant to paragraph 1 of Article 13 of the PDP Law, will finalise your request specified in this form or communicated by means regulated in accordance with the Data Protection Legislation within 30 (thirty) days at the latest.

1. **RIGHT TO MAKE A REQUEST**

Pursuant to Article 11 of the PDP Law, anyone whose personal data is processed may apply to the data controller and make requests regarding the following issues related to them:

* Learn whether your personal data are processed or not,
* Request information if personal data is processed,
* Learn the purpose of the processing of personal data and whether data are used in accordance with their purpose,
* Learn the third parties to whom personal data are transferred in the country or abroad,
* Request the rectification of personal data in case of incomplete or incorrect processing and request notification of the transaction made within this scope to the third parties to whom the personal data has been transferred,
* Request the erasure, destruction or anonymisation of personal data in the event that the grounds requiring the processing of personal data disappear and request notification of the transaction made in this context to third parties to whom personal data is transferred,
* Object to the occurrence of a result against the data subject by analysing the processed data exclusively through automated systems,
* Claim compensation for the damage arising from the unlawful processing of the personal data,
1. **INFORMATION ABOUT THE APPLICANT**

|  |  |  |
| --- | --- | --- |
| **Name**  | **Surname** | **Turkish ID No / Passport No** |
|  |  |  |
| **Address** |   |
|  |
| **Mobile phone** | **Fax No** | **Electronic Mail Address** |
|  |  |  |
|  |
| **Applicant** |
|  □ Customer  □ Visitor  □ Employee Candidate □ Business partner (Agencies/ Brokers/ Service and similar providers) □ Other:  |
| **Your Relationship with Our Company** |
|  □ Customer  □ Visitor  □ Employee Candidate □ Business partner (Agencies/ Brokers/ Service and similar providers) □ Other:  |
| **Do you still have a relationship with our company?**  |
| □ Yes □ No  |

1. **APPLICATION METHOD**

Your requests must be in writing within the scope of the first paragraph of Article 13 of the PDP Law. In order for us to verify your identity and resolve your requests in a fast and healthy manner, please make your applications by using this form, by registered letter with return receipt requested, by the data subject/applicant coming in person or by registered e-mail using secure electronic signature with the following notes.

The relevant application can be made within the scope of Data Protection Legislation with the following application methods.

|  |  |  |
| --- | --- | --- |
| Application Method | Application Address | Application Note |
| Personal application with ID document etc. | Poligon Cad. Buyaka 2 Sitesi, No:8 Kule:1, Kat: 0-6 Ümraniye 34771 İstanbul-Türkiye | By stating that it is a "request for information within the Scope of the Personal Data Protection Law" and to be forwarded to the Compliance / Corporate Legal Unit. |
| Registered Letter With Return Receipt | Poligon Cad. Buyaka 2 Sitesi, No:8 Kule:1, Kat: 0-6 Ümraniye 34771 İstanbul-Türkiye | By writing "Request for Information within the Scope of the Personal Data Protection Law" and "Attention Compliance / Corporate Legal Unit" on the envelope. |
| By Registered Electronic Mail (KEP) using secure electronic signature  | aksigorta@hs02.kep.tr | By writing "Request for Information within the Scope of the Personal Data Protection Law" in the Subject Section. |
| By e-mail if you have a pre-defined e-mail address.  | kvkk@aksigorta.com.tr | By writing "Request for Information within the Scope of the Personal Data Protection Law" in the Subject Section |

**DETAILS OF THE APPLICANT'S REQUEST**

In accordance with the PDP Law, please state your request below within the scope of your rights listed in Article 2 of this Form:

|  |
| --- |
|  |

**STATEMENT OF THE APPLICANT**

In line with the requests I have stated above, I request that my application to your Company to be evaluated in accordance with Article 13 of the Personal Data Protection Law and informed of the evaluation.

I would like the reply to be sent to my postal address.

I would like the reply to be sent to my e-mail address.

Signature