

 <b>KOÇ UNIVERSITY</b>	<b>KOÇ UNIVERSITY LAW ON THE PROTECTION OF PERSONAL DATA APPLICATION FORM F21-BT-006</b>	<b>Date:</b> <b>Update Number:</b> <b>Updated on:</b> <b>Responsible Unit: IT</b> <b>Page: 1/3</b>
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Personal data owners (hereinafter referred to as the “Applicant”) are defined as the data subject in the Law on the Protection of Personal Data no. 6698 (“Law on the Protection of Personal Data”). They are entitled to make certain requests regarding processing their personal data per Article 11.

According to the first paragraph of Article 13 of the Law on the Protection of Personal Data, the applications to Koç University, as the data controller, regarding these rights must be submitted in writing or through other methods determined by the Personal Data Protection Board (“Board”).

As such, using this form, the applicant has the following options to communicate their applications to Koç University “in writing”:

- In person,
- Through a public notary, or
- By sending to the university’s registered email address, an email signed with the applicant’s “secure electronic signature” as defined by the Law on Electronic Signatures no. 5070.

The table below provides information specific to the application method.

<b>Application Method</b>	<b>Address</b>	<b>Information</b>
In-person (the applicant will apply in person, presenting proper identification documents)	Koç University, Rumelifeneri Yolu 34450 Sarıyer Istanbul, Turkey	The envelope will indicate “Information Request Under the Law on the Protection of Personal Data”
Formal notification through a public notary	Koç University, Rumelifeneri Yolu 34450 Sarıyer Istanbul, Turkey	The notification envelope will indicate “Information Request Under the Law on the Protection of Personal Data”
Application via Registered Electronic Mail signed with a “secure electronic signature”	<a href="mailto:kocuniversitesi@hs01.kep.tr">kocuniversitesi@hs01.kep.tr</a>	The email subject line will indicate “Information Request Under the Law on the Protection of Personal Data”

When the Board establishes additional application methods, the University will publish details on expected procedures.

In accordance with paragraph 2 of Article 13 of the Law on the Protection of Personal Data, the application you submit will be answered within thirty days from the date of its receipt, depending on the nature of your request. Our reply will be delivered in writing or electronically in accordance with the provisions of Article 13 of the Law on the Protection of Personal Data.

**A. Applicant Contact Information:**

<b>First Name:</b>	
<b>Surname:</b>	
<b>Passport or Turkish Identity Number:</b>	
<b>Phone number:</b>	





**KOÇ  
UNIVERSITY**

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LAW ON THE PROTECTION OF  
PERSONAL DATA APPLICATION FORM  
F21-BT-006**

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**D. Please select the method we should use for communicating our response to your application:**

- I would like to receive this at my postal address.  
 I would like this to be sent to my email address.  
(We will be able to respond faster if you chose the email method.)  
 I would like to pick this up myself  
(In case of receipt by proxy, a notarized power of attorney or a certificate of authorization will be required.)

This application form has been prepared in order to establish the details of your relationship with Koç University, to fully determine your personal data, if any, and to respond to your application correctly, within the legally permitted time. 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, Koç University reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for establishing identification and authorization. If the information regarding your requests submitted within through the form is inaccurate and not up-to-date, or an unauthorized application is made, our University does not accept any liability for such false information or requests arising from unauthorized applications.

**Applicant (Personal Data Owner)**

**Name and surname:**

**Application date:**

**Signature:**