**ROVENMA ELEKTRONİK SANAYİ VE TİCARET ANONİM ŞİRKETİ**

**DATA OWNER APPLICATION FORM**

1. **Application Method**

As per the Article 13 of the Law and Article 5 of the Notification on the Procedures and Principles of Application to th Data Supervisor, you can submit your requests within the scope of your rights listed in Article 11 of the Personal Data Protection Law No. 6698 (“Law”) through one of the below-described methods.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Application Method | Application Address | Information to be included in the application |
| 1.Application in Written Form | With wet signature application in person or through a notary public | Üniversiteler Mh. 1596. Cd. Hacettepe Teknokent 6/A No:28 06800 Çankaya / Ankara  | On the envelope / notification, the phrase “Personal Data Protection Law Infromation Request” will be written |
| 2.Through Registered Electronic Mail (REM) | With registered electronic mail (REM) address | rovenma@hs01.kep.tr | To the subject of the e-mail, the phrase “Personal Data Protection Law Infromation Request” will be written |
| 3.Application by E-mail Address Registered in Our System  | By using your e-mail address registered in our company’s system | rovenma@hs01.kep.tr | To the subject of the e-mail, the phrase “Personal Data Protection Law Infromation Request” will be written |
| 4. Application by E-mail Address Not Registered in Our System | By using your e-mail address not registered in our company’s system, including mobile signature / e-signature | rovenma@hs01.kep.tr | To the subject of the e-mail, the phrase “Personal Data Protection Law Infromation Request” will be written |

Applications submitted to us will be responded based upon the quality of the request in accordance with the second paragraph of Article 13 of the Law within 30 days (thirty days) from the date of your request reaches us. Our responses will be delivered to you in writing or electronically, pursuant to the provisions of the Article 13 of the Law.

1. **Your Idendity and Contact Information**

We kindly ask you to complete the following chart in order to ensure that we can contact and recognize you.

|  |  |
| --- | --- |
| Information | Explanation |
| Name-Surname |  |
| R.T. Identificaiton Number  |  |
| Residental Address / Business Address for Notification |  |
| Mobile Phone |  |
| Phone Number |  |
| Fax Number |  |
| E-mail Address |  |

1. **Please indicate your relationship with our Company.** (Such as customer, business partner, employee candidate, former employee, third-party company employee, shareholder)

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ | Customer | ☐ | Business Partner |
| ☐ | Visitor | ☐ | Other: …………………………………………………………….. |
|  ☐ Suppliers |  |  |

The unit / department you are in contact with within our company:…………………………………………

Subject: ……………………………………..…………………………………….……………...…………………………………………………

|  |  |
| --- | --- |
| ☐ I am a former employee | ☐ I made job application / shared my CV |
| *Years I Worked: ………………………………………….* | *Date : …………………………………………………………………..* |
| ☐ Other: | ☐ I am a Third Party Company Employee |
| …………………………………………………….. | *Please indicate the information regarding your company and position*  |
|  |  |
|  | *………………………………………………………………………………* |
|  |  |

1. **Please specify your request under the Law in detail:**

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1. **Please choose the method of notification of our response to your application:**
	* I want it sent to my address by cargo.
	* Iwant it sent to my e-mail address.

*(In case you choose the e-mail method, we will be able to respond to you faster.)*

* I want to receive it by hand.

*(In case of receipt by proxy, a notarized power of attorney or an authorization certificate is required.)*

This application form has been issued in order to determine your relationship with our company and to determine your personal data processed by our company, if any, and to respond to your application in an accurate manner and within the legal period. Our company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) in order to eliminate the legal risks that may arise from unlawful and unfair data sharing and, in particular, to ensure the security of your personal data. ln case the information concerning your requests submitted through the form is not correct and up-to-date, or an unauthorized application is performed, our company declines any responsibility for aforementioned wrong information or requests arising from unauthorized application.

**Applicant (Personal Data Owner) Name Surname :**

**Application date :**

**Signature :**