

FORTE

Application Form Regarding the Processing of Personal Data

GENERAL INFORMATION

In accordance with the Law on the Protection of Personal Data numbered 6698 ("PD Law"), individuals defined as data subjects ("Applicant") have been granted the right, according to Article 11 of the PD Law, to "learn whether personal data is processed, request information if personal data has been processed, learn the purpose of processing personal data and whether they are used in accordance with this purpose, learn the third parties to whom personal data is transferred at home or abroad, request correction if personal data is incomplete or incorrectly processed, request deletion or destruction of personal data in case the reasons requiring its processing cease to exist and demand notification of these transactions to third parties to whom personal data has been transferred, object to the occurrence of a result against them through the analysis of personal data exclusively by automatic systems, and request compensation for damages in case of harm due to the processing of personal data unlawfully."

In accordance with the first paragraph of Article 13 of the PD Law, the data controller, FORTE, must receive applications related to these rights in writing or through other methods specified by the Personal Data Protection Board ("Board").

In this context, applications to FORTE "in writing" can be made by obtaining the output of this form:

- In person by the Applicant,
- By a notary,
- By sending an e-mail to kvkk@forte.com.tr by the Applicant,
- By signing with a "secure electronic signature" or "mobile signature" defined in the Electronic Signature Law No. 5070 and sending it to the Registered Electronic Mail ("KEP") address.

Below are the details for how written applications will be submitted to us through various channels.

Application Method	Address for Application	Submission Information to be Specified in Application Submission
In-Person Application (Applicant personally comes with identity document)	Mustafa Kemal Mahallesi 2123. Cad. Cepa Sitesi Alışveriş Merkezi No:2/501 Çankaya/Ankara	Write "Request for Information under the Personal Data Protection Law" on the envelope.
Notarized Delivery	Mustafa Kemal Mahallesi 2123. Cad. Cepa Sitesi Alışveriş Merkezi No:2/501 Çankaya/Ankara	Write "Request for Information under the Personal Data Protection Law" on the notarized envelope.
Via E-mail	kvkk@forte.com.tr	Write "Request for Information under the Personal Data Protection Law" in the subject of the e-mail.

Via Registered Electronic Mail (KEP) with a "secure electronic signature"	fortebilgi@hs02.kep.tr	Write "Request for Information under the Personal Data Protection Law" in the subject of the e-mail.
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Additionally, after the announcement of other methods determined by the Board, applications will be accepted through these methods.

Your applications submitted to us will be answered free of charge within 30 (thirty) days from the date of reaching us, according to the second paragraph of Article 13 of the PD Law, depending on the nature of the request. However, if the response is provided in writing, a processing fee of 1 Turkish Lira may be charged for each page beyond ten pages. Our responses will be delivered to you in writing or electronically in accordance with Article 13 of the PD Law.

A. Applicant's Contact Information:

Name:	
Surname:	
ID Number (Passport number for foreigners or ID number if available):	
Phone Number:	
Email:	
Address	

B. Please specify your relationship with FORTE. (Employee, candidate employee, former employee, visitor, third-party company employee, customer, supplier employee, etc.)

- Employee
- Visitor
- Customer
- Candidate Employee
- Other:

Request No	Request Subject	Your Choice
1.	I want to know if FORTE processes my personal data. [PD Law Article 11/1	<input type="checkbox"/>
2.	If FORTE has processed my personal data, I request information about it. [PD Law Article 11/1 (b)]	<input type="checkbox"/>
3.	I want to withdraw my explicit consent given to FORTE	<input type="checkbox"/>
4.	If my personal data is transferred to third parties at home or abroad, I want to know who these third parties are. [PD Law Article 11/1 (c)	<input type="checkbox"/>
5.	I believe my personal data is processed incorrectly or incompletely, and I request correction. [PD Law Article 11/1 (ç)	<input type="checkbox"/>
6.	Please send your correction request with a letter specifying the personal data you want to correct and supporting documents showing correct and complementary information. (Copy of ID card, residence permit, etc.)	<input type="checkbox"/>
7.	I think the reasons requiring the processing of my personal data no longer exist, and within this framework, I request: a) Deletion of my personal data. b) Making my personal data anonymous. [PD Law Article 11/1 (e)	<input type="checkbox"/>
8.	I request the notification to third parties to whom my personal data has been transferred of the transactions made in accordance with the correction request (Request No 5). [PD Law Article 11/1 (f)	<input type="checkbox"/>
8.	I request the notification to third parties to whom my personal data has been transferred of the transactions made in accordance with the deletion or destruction request (Request No 6). [PD Law Article 11/1 (f)	<input type="checkbox"/>
9.	I believe that a result against me has emerged through the analysis of my personal data processed exclusively by automatic systems. I object to this result. [PD Law Article 11/1 (g) <i>Please send a petition regarding the analysis result you think is against you and supporting documents for your objection.</i>	<input type="checkbox"/>
10.	I have suffered harm due to the unlawful processing of my personal data. I request the compensation of this harm. [PD Law Article 11/1 (ğ) <i>Please send additional documents related to the violation of the law. (Court decision, Board decision, documents showing the amount of material damage, etc.</i>	<input type="checkbox"/>

C. Please choose the method of notifying you about our response to your application:

I want it to be sent to my address.

I want to pick it up in person. (In the case of receiving it on behalf, a notarized power of attorney or authorization document must be presented.)

I want a response to be sent to the e-mail address registered in your system, to which I sent the form.

This application form has been prepared to determine your relationship with FORTE, identify, if any, the personal data processed by FORTE, and provide a correct and timely response to your relevant application. FORTE reserves the right to request additional documents and information (such as a copy of an identity card or driver's license, etc.) for the identification and authorization for the purpose of eliminating legal risks that may arise from unlawful and unfair data sharing and especially ensuring the security of your personal data. FORTE does not accept responsibility for requests arising from incorrect information or unauthorized applications.

APPLICANT STATEMENT

In accordance with the Law on the Protection of Personal Data No. 6698, I request that my application be evaluated and concluded within the framework of the above-mentioned request/requests. I accept, declare, and undertake that the information and documents I provided to you in this "Data Subject Information Request Application Form" are correct, up-to-date, and belong to me.

Applicant's Name:

Application Date:

Signature: