

KVKK Data Subject Application Form

Code POL-44	Issue Date 05.11.2018
Revision No 1	Revision Date 27.10.2026
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To exercise your rights under Article 11 of the Turkish Personal Data Protection Law No. 6698 ("KVKK"), complete this form and send it to AltinSoft Bilişim Teknolojileri Tic. Ltd. Şti. ("ALTINSOFT") by one of the methods on page 2. The form can be filled in on a computer, in English or Turkish. Your application is concluded free of charge within 30 days at the latest.

A. Applicant Details

Name and Surname	
Turkish ID Number	
For foreign nationals: nationality and passport / ID number	
Address (for notifications)	
Phone Number	
Email Address	
Customer Number (if any)	

B. Your Relationship with ALTINSOFT

☐ Customer	☐ Former customer	☐ Site visitor	☐ Job applicant
☐ Employee / former employee	☐ Supplier / business partner	☐ Other:	

C. Subject of Your Request

Please select the subject of your application from the list below (you may select more than one).

No	Possible requests and legal basis	Your choice
1	I want to learn whether my personal data is processed. (KVKK Art. 11(1)(a))	☐
2	If my personal data is processed, I request information about it. (KVKK Art. 11(1)(b))	☐
3	I want to learn the purpose of processing my personal data and whether it is used in line with that purpose. (KVKK Art. 11(1)(c))	☐
4	I want to know the third parties in Türkiye or abroad to whom my personal data is transferred. (KVKK Art. 11(1)(ç))	☐
5	I request rectification of personal data I believe is incomplete or inaccurate. I attach the correct and supplementary information and documents. (KVKK Art. 11(1)(d))	☐

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No	Possible requests and legal basis	Your choice
6	As the reasons for processing no longer exist, I request deletion or destruction of my personal data. (KVKK Art. 11(1)(e))	☐
7	I request that operations carried out under requests 5 and 6 be notified to third parties to whom my personal data has been transferred. (KVKK Art. 11(1)(f))	☐
8	I object to a result to my detriment arising from the analysis of my personal data exclusively through automated systems. (KVKK Art. 11(1)(g))	☐
9	I claim compensation for damages suffered due to unlawful processing of my personal data. (KVKK Art. 11(1)(ğ))	☐
10	I withdraw explicit consent I gave earlier (e.g. face matching in identity verification, promotional messages, analytics cookies). Please state the subject below. (KVKK Art. 5)	☐

D. Details of Your Request and Attachments

Describe your request in detail and list any documents you attach.

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E. How You Want to Receive the Response

☐ By post to my address ☐ To my email address ☐ To my KEP address ☐ Hand delivery

F. Declaration and Signature

I declare that the information in this form is accurate and up to date and that the application concerns my own personal data. I understand that ALTINSOFT may request additional information or documents to verify my identity and clarify my application. Applications made on behalf of another person must include a notarised special power of attorney.

Name and Surname	Application Date	Signature

G. How to Apply

Under the Communiqué on the Procedures and Principles for Applications to the Data Controller, you may send the form by one of the following methods:

- Wet-signed, in person, through a notary or by registered post with return receipt: Fevzi Çakmak Mah. Gazi Mustafa Kemal Bulvarı No:30 Veli Abalı Apt. D:8 Babaeski / Kırklareli
- By registered email (KEP): altinsoft.bilisim@hs01.kep.tr
- Signed with a secure electronic signature or mobile signature: destek@altinsoft.com
- From the email address registered in ALTINSOFT's system: destek@altinsoft.com

Your application is concluded free of charge within 30 days at the latest; if the operation entails an additional cost, the fee in the Personal Data Protection Board's tariff may be charged. If your application is rejected, the response is insufficient or no response is given in time, you may file a complaint with the Board under Article 14 of the KVKK.