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|  | HISAR SCHOOLS  DATA SUBJECT APPLICATION FORM | Last Update:  04 June 2018 |

Hisar Schools prepared and published a Data Subject Application Form (“Form”) to enable the data subject to share their requests about their rights regarding the application via the website as per Article 11 of Law No. 6698 on the Protection of Personal Data (“KVKK”).

As data subjects, you may submit your requests via registered mail or e-mail that you have previously specified, in writing and as an attachment hereto. You may submit your request through written applications to our address mentioned hereinbelow:

***“Göktürk Merkez Mahallesi İstanbul Caddesi No:3 Eyüpsultan/İstanbul 34077”***

We respond to your applications as soon as it is humanly possible, no later than thirty days following the receipt of your request depending on the nature of the request as per Article 13/2 of KVKK. You will receive our response via written or electronic means as per article 13 of KVKK.

**Please fill out the following table completely:**

|  |  |
| --- | --- |
| Full Name |  |
| RoT ID Number |  |
| Address (Physical – Office) |  |
| E-mail Address |  |
| Phone |  |

**Please tell us about the nature of your relationship with Hisar Schools in order for us to duly respond to and finalize your request in accordance with the rules of integrity and law:**

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| *Student, Candidate Student, Parent, Alumni, Third Party Employee etc.* |

**Please explain the details of your request raised as part of your application as per Article 11 of KVKK:**

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**Please specify the method of communication for us to respond to you:**

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| *I would like to be emailed, I would like the response to be sent to my physical address, I would like to obtain it personally, via a storage platform such as a CD or USB stick* |

The information you share via your application to Hisar Schools will be recorded through this form and your data will be destroyed, based on the data category, by taking the necessary technical and administrative measures.

The date of receipt of application shall be treated as your official date of application as per KVKK and the Communiqué on Procedures and Principles of the Application to Data Controller (“Communiqué”). Your applications will be accepted as a result of our evaluations, while we may reject your request in the event of missing information in your application. We will accordingly inform you about it and specify the missing information you are required to complete.

If further costs arise, due to the result of your application, during our report preparation and scans, we shall be able to charge you for such costs as specified in Article 7 of the Communiqué.

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| Data Subject | Receiver: |
| Full Name:  Signature: | Full Name:  Signature: |