

DATA SUBJECT REQUEST FORM
(*Turkish Personal Data Protection Law No. 6698 — KVKK / TS ISO/IEC 27701*)

This form has been prepared pursuant to Article 11 of the Turkish Personal Data Protection Law No. 6698 and within the scope of TS ISO/IEC 27701, to enable data subjects to request information about, and to exercise their rights in relation to, the processing of their personal data.

1. DATA CONTROLLER DETAILS

Legal name: ARKSOFT BİLİŞİM TEKNOLOJİ TİC. SAN. A.Ş.

Address: Üniversiteler Mahallesi 1596. Cadde Teknokent Kuluçka Merkez Binası C Blok Kat 9 No 74
Çankaya / Ankara, Türkiye

E-mail: info@arksoft.com.tr

Telephone: +90 312 502 21 21

United Kingdom representative: Tahir Emre ESİRGİN, First Floor, 31-33 High Holborn, London, WC1V 6AX, United Kingdom — info@arksoft.com.tr

2. DATA SUBJECT (APPLICANT) DETAILS

Name and surname	
Turkish ID number (for foreign nationals: nationality and passport number)	
Telephone	
E-mail	
Address	
Relationship with the Company	☐ Employee ☐ Former employee ☐ Job applicant ☐ Customer ☐ User ☐ Other:

3. SUBJECT MATTER OF THE REQUEST

Please indicate which of the following rights you wish to exercise:

- ☐ To learn whether my personal data are being processed;
- ☐ To request information if my personal data have been processed;
- ☐ To learn the purpose of processing of my personal data and whether they are used in accordance with that purpose;
- ☐ To learn the third parties, in Türkiye or abroad, to whom my personal data have been transferred;
- ☐ To request the rectification of my personal data where they have been processed incompletely or inaccurately;
- ☐ To request the erasure or destruction of my personal data;
- ☐ To request that rectification, erasure or destruction be notified to the third parties to whom my personal data have been transferred;
- ☐ To object where a result adverse to me arises from the analysis of my processed data solely by automated means;

- ☐ To claim compensation where I have suffered damage as a result of unlawful processing.

If you are located in the United Kingdom, you may also exercise the following rights under the UK GDPR:

- ☐ To request restriction of processing (Article 18);
- ☐ To request data portability (Article 20);
- ☐ To object to processing based on legitimate interests (Article 21);
- ☐ To object to processing for direct marketing purposes (Article 21(2));
- ☐ To withdraw my consent in respect of processing based on consent.

Requests submitted under the UK GDPR are responded to within one month. You may also lodge a complaint with the Information Commissioner's Office (ICO).

4. DESCRIPTION OF THE REQUEST

(Please set out clearly and in detail the matter to which your request relates.)

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5. PERSONAL DATA CONCERNED BY THE REQUEST

(Please indicate the categories of personal data to which your request relates.)

- ☐ Identity data
- ☐ Contact data
- ☐ Customer / user data
- ☐ Employment data
- ☐ Financial data
- ☐ Other:

Please do not include special categories of personal data (such as health data, biometric data, or data concerning religious belief or trade union membership) in this form unless it is strictly necessary for your request.

6. PREFERRED METHOD OF RESPONSE

I request that the response to my application be communicated to me by:

- ☐ E-mail
- ☐ Postal mail
- ☐ Registered electronic mail (KEP)
- ☐ Collection in person

7. DECLARATION

I declare that the information I have provided in this form is accurate and up to date, and I accept that identity verification may be carried out in order for my application to be concluded.

I understand that my application will be responded to within thirty (30) days at the latest, in accordance with the KVKK.

Where the application is submitted through an authorised representative, a power of attorney containing specific authority must be attached to this form.

Applicant name and surname:

Date: / / 20.....

Signature:

8. TO BE COMPLETED BY THE DATA CONTROLLER

Application reference no.	
Date of application	
Date of response	
Outcome	☐ Granted ☐ Partially granted ☐ Refused
Notes	