

Data Subject Application Procedure Notice for Private Data Process

Pursuant to the Personal Data Protection Law No. 6698 (“Law”), your personal data may be processed by CYBERWHIZ L.T.D. (“CyberWhiz” or “the Company”) as data controller within the scope described below.

Why We Process Your Personal Information

Your personal data will be processed within the scope of the conditions and purposes of processing personal data specified in Article 5 of the Law for the purposes listed below (“Purposes”).

- Evaluating and concluding your applications to the Company within the scope of exercising your rights specified in Article 11 of the Law regarding your personal data processed by our Company, and carrying out the necessary transactions within this framework,
- Retaining records related to your applications to our Company for the duration of the general statute of limitations for the purpose of serving as evidence in possible disputes that may arise in the future,
- Following and conducting legal affairs,
- Fulfilling requests from official institutions and providing information to authorized organizations as required by legislation.

To Whom Processed Personal Information May Be Transferred and the Purposes of Such Transfer

In line with the fulfillment of the Purposes specified above, your collected personal data may be transferred to our lawyers and consultants from whom we receive legal advisory services within the scope of our legitimate interests; to our suppliers related to your application; to the relevant parties to whom personal data is transferred under Law Article 11(1)(f), limited to the notification to be made in case you have requested correction/destruction; to legally authorized public institutions and legally authorized private persons for the establishment, use, and protection of a right and within the scope of fulfilling our legal obligations, in accordance with the conditions of processing personal data specified in Article 5 of the Law and in compliance with the rules related to the transfer of personal data specified in Article 8 of the Law.

How We Collect Personal Information and Legal Bases

Your personal data is collected through the relevant person application form and petitions you submit via email channels, within the scope of fulfilling the Purposes specified above.

Your personal data is collected and processed by our Company for the following purposes and legal reasons, based on the conditions of processing personal data specified in Article 5 of the Law.

Based on the legal reason that it is mandatory for the data controller to fulfill its legal obligation and as explicitly stipulated by the laws;

- Evaluating and concluding your applications to the Company within the scope of exercising your rights specified in Article 11 of the Law regarding your personal data processed by our Company, and carrying out the necessary transactions within this framework,

- Retaining records related to your applications to our Company for the duration of the general statute of limitations for the purpose of serving as evidence in possible disputes that may arise in the future,
- Fulfilling requests from official institutions and providing information to authorized organizations as required by legislation.

Based on the legal reason that it is necessary to process data for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the related person;

- Following and conducting legal affairs.

Data Subject Rights Enumerated in Article 11 of the Law

We hereby inform you that you have the following rights under Article 11 of the Law regarding your personal data:

- To learn whether your personal data is being processed,
- To request information if your personal data has been processed,
- To understand the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom your personal data is transferred, domestically or abroad,
- To request the correction of your personal data if it is incomplete or processed inaccurately, and to request that the transaction carried out in this context be notified to the third parties to whom your personal data has been transferred,
- To request the deletion or destruction of your personal data in the event that the reasons necessitating their processing cease to exist, despite being processed in accordance with the Law and other relevant statutory provisions, and to request that the transaction carried out in this context be notified to the third parties to whom your personal data has been transferred,
- To request compensation for the damages in case you suffer damage due to the unlawful processing of your personal data.

Your data is not processed automatically in our systems.

In the event that you submit your requests regarding your rights specified above to our Company, our Company will conclude the request as soon as possible and at the latest within thirty days free of charge. However, if the transaction requires an additional cost, our Company may charge a fee according to the tariff determined by the Personal Data Protection Board.

CYBERWHIZ L.T.D. DATA SUBJECT APPLICATION FORM

1. Application Method

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 methods described below using this form, in accordance with Article 13 of the Law and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller.

Application via the Email Address Available in Our System	Application by using the email address registered in our Company’s system	privacy@cyberwhiz.co.uk	The subject part of the email will be written as “Personal Data Protection Law Data Subject Information Request”.
Application via an Email Address Not Available in Our System	Application by using your email address not registered in our Company’s system, including an e-signature	privacy@cyberwhiz.co.uk	The subject part of the email will be written as “Personal Data Protection Law Data Subject Information Request”.

2. Your Identity and Contact Information

Please fill in the fields below so that we can contact you and verify your identity.

Name-Surname	:	
Republic of Turkey Identification Number / Passport Number or Identification Number for Citizens of Other Countries	:	
Address of Domicile for Notification / Business Address	:	
Mobile Number	:	
Phone Number	:	
Faks Number	:	
E-mail	:	
Relation with Our Company	:	<input type="checkbox"/> Customer, <input type="checkbox"/> Employee, <input type="checkbox"/> Former Employee, <input type="checkbox"/> Other:

3. Subject of Request

Please clearly state your request regarding your personal data below. Information and documents related to the subject should be attached to the application.

4. Please Select the Method of Notification for the Response to You

- I would like the response to be sent to the e-mail address I have provided in the second part.
- I would like the response to be sent to the mail address I have provided in the second part.
- I would like the response to be sent to the fax number I have provided in the second part.

In accordance with the requests I have specified above, I kindly request that my application to your Company be evaluated in accordance with Article 13 of the Law and that information be provided to me.

I hereby declare and undertake that the information and documents I have provided to you in this application are accurate and up-to-date, that your Company may request additional information in order to conclude my application, and that I have been informed and acknowledged that I may need to pay the fee determined by the Personal Data Protection Board should the process require additional costs.

Data Subject Applicant (Data Owner)

Name Surname :

Application Date :

Signature :