

PROTECTION OF PERSONAL DATA

APPLICATION FORM

1. GENERAL INFORMATION

Article 11 of Law number 6698 on Protection of Personal Data permits each and every natural person to acquire knowledge of their personal data and of whether it is processed or not, to request information regarding it, to know the purpose of the processing and whether or not it is being used in accordance with intended purpose, to request their personal data to be corrected, deleted or destroyed and to request to notify the third parties their personal data has been transferred to of such changes.

2. METHOD OF APPLICATION

With regard to Article 13 of Law on Protection of Personal Data, any natural person whose personal data has been processed may submit their relevant request to the controller, İstanbul Retina Institute, provided that the request is in Turkish, in writing and made by filling out this 'Personal Data Owner Application Form' by any one of the methods stated below.

Methods	Application Address
Application In Person	Esentepe Hakkı Yeten Cad. Unimed Center No:19/7, Fulya, 34394 Şişli/İstanbul
Application Through the Data Owner's E-Mail Address Registered In The Controller's System	istanbulretina@hs01.kep.tr

3. INFORMATION OF THE APPLICANT:

I. Requests Made On Behalf Of One's Self:

- Name - Surname:
- Republic of Turkey Identity Number:
- Telephone Number:
- E-Mail Address:
- Residence Address:

II. Requests Made On Behalf Of Another Natural Person:

(If he/she is not older than 19, his/her parents, parental guardian if parents are divorced, legal guardian in case he/she is under guardianship, people the data owner has explicitly given power of attorney regarding this issue)

- Name - Surname:
- Republic of Turkey Identity Number:
- Telephone Number:
- E-Mail Address:
- Residence Address:

Relationship With Our Company:

- I received ambulatory treatment. I'm an employee.
- I was operated on. I'm a former employee.
- I was examined. Other.

If 'Other', please state:

4. DESCRIPTION OF THE REQUEST

Please state your request within the scope of Law on Protection of Personal Data in detail:

5. CONTROLLER'S RESPONSE PROCEDURE

With regard to Article 13 of Law on Protection of Personal Data, Our Company assesses personal data owners' application requests and either accepts or rejects the request with reasoning. In any case, the result of your request will be submitted to you, free of charge, by the method you have chosen, in a maximum of 30 (thirty) days, depending on the nature of the request. However, if the process requires an additional cost, the cost in the tariff determined by the Board of Protection of Personal Data may be charged.

Please choose how you would like to receive our response:

I want it to be sent to my residence address I have stated above or the address that I will state.	
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I want it to be sent to my e-mail address registered in the system or the e-mail address that I will state.	
I want to apply in person and receive it by hand.	

6. OTHER

Controller's right to request additional documents and information (identity information etc.) within the scope of the assessment that will be carried out, for determination of identity and authority, to eliminate legal risks that might stem from illegal and unfair data sharing and to secure personal data, is reserved. If the data is demanded by proxy, power of attorney or a document that demonstrates such authority must be submitted.

Date of Request:

Date of Receival:

Owner of Request:

Name-Surname of the Receiver:

Signature:

Signature: