**ISTANBUL AYDIN UNIVERSITY**

**DATA SUBJECT APPLICATION FORM**

**DESCRIPTION:**

According to the 11th article of Personal Data Protection (PDP) Law No. 6698, personal data subjects (applicants) are given the right to make certain demands regarding the processing of personal data.

As required by the 13/1st sub-article of PDP Law; the applications which are going to be submitted to our institution i.e. the data controller, must be submitted in written form or using the methods indicated by the Personal Data Protection Committee.

In this respect, printing the below form, the applications that are in “written form” can be submitted

* by the application of the subject in person
* Through notary,
* To the Istanbul Aydin University, “Registered Mail (KEP)” address after being signed with “secure electronic signature” which is defined in the Electronic Signature Law No. 5070, by the applicant.

The information regarding the delivery of the written applications to us is provided below.

|  |  |  |
| --- | --- | --- |
| **Application Method**  | **Application Address**  | **Additional information to be indicated during delivery** |
| Personal Application | Halit Aydın Kampüsü No:38, Sefaköy–Küçükçekmece, İstanbul, 34295 | To be written on the application file folder: “Information Demand Regarding the Personal Data Protection Law” |
| Declaration Through Notary | Halit Aydın Kampüsü No:38, Sefaköy–Küçükçekmece, İstanbul, 34295 | To be written on the declaration envelope: “Information Demand Regarding the Personal Data Protection Law” |
| Via Registrated Electronic Mail (KEP) | iau.yaziisleri@iau.hs03.kep.tr | To be written on the subject of the e-mail: “Information Demand Regarding the Personal Data Protection Law” |

 As required by the 13/2nd sub-article of the PDP Law, your application will be replied within the thirty days after we receive your demand. Our replies will be delivered to you, as required by the 13th article of the PDP Law enforcement, either online or in written form.

1. **Applicant Contact Information:**

|  |  |
| --- | --- |
| **First Name:**  |  |
| **Last Name:** |  |
| **TC Identity Number:** |  |
| **Telephone Number:** |  |
| **E-mail Address:** |  |
| **Address:** |  |

1. **Please indicate your current connection with our institution.** *(Student, alumni, academic personnel, administrative personnel, part-time academic personnel, employee candidate, previous employee, visitor, third party company etc.)*

|  |  |
| --- | --- |
| [ ]  Student[ ]  Academic Personnel | [ ]  Administrative Personnel[ ]  Part-time Academic Personnel |
| [ ]  Alumni[ ]  Visitor | [ ]  Previous Employee[ ]  Other |
| *Note: (Please describe your duty and demand indicating date and department)* |

1. **Please describe your demand related to PDP Law in detail:**

|  |
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|  |

1. **Please indicate how you would like to receive our reply:**
* **Mail to my address**
* **E-mail to my e-mail address**
* **I will receive by hand**

This form herein has been issued by Istanbul Aydin University for detecting your current connection with Istanbul Aydin University, identifying your personal data accurately and completely in case available and answering your application properly within the legal time frame.

In order to prevent illegal distribution of personal data and ensure the safety of these data, Istanbul Aydin University reserves its right to demand additional file and/or information (identity card, driver’s license, passport etc.) besides this form herein. In case the information you have provided regarding your demands within the scope of this form is outdated and/or inadequate, Istanbul Aydin University declares that it undertakes no responsibility regarding these demands herein and reserves all its rights.

1. **Within the scope of PDP Law No. 6698, I consent my personal data that I have delivered to your institution with this form, to be processed and shared by your institution within the scope of the Informative Text.**

*Applicant (Data Subject)*

*First & Last Name:*

*Date of Application:*

*Signature:*