

JUVENIS DATA SUBJECT APPLICATION FORM

GENERAL EXPLANATIONS

Within the scope of the Personal Data Protection Law No. 6698 (“KVKK” or “Law”), the right to make requests regarding the processing of personal data is regulated in Article 11 of the KVKK for personal data owners defined as data subjects, or for the legal representatives of such persons (“Applicant” or “Data Subject”).

Pursuant to the first paragraph of Article 13 of the KVKK, applications to be made regarding these rights to Juvenis Telekomünikasyon A.Ş. (“Juvenis”), the data controller, must be submitted to us in writing or by other methods determined by the Personal Data Protection Board (“Board”). Depending on its nature, your request will be answered **as soon as possible and within thirty days at the latest from the date it reaches Juvenis**.

METHOD OF APPLICATION TO JUVENIS

- **Application by Post or in Person:** The Applicant may apply in person or by post to Juvenis’ address at *Barbaros Mah. Halk Cad. Kardelen Sok. No: 2/1 Kat:9 D: 39 PK: 34746 Ataşehir/İSTANBUL*, together with the **application form completed and signed and documents proving their identity**.
- **Application via Registered Electronic Mail (KEP):** The Applicant may apply by signing with the “secure electronic signature” defined in the Electronic Signature Law No. 5070 and sending it to juvenis.telekomunikasyon@hs01.kep.tr.
- **Application via Electronic Mail Using a Mobile Signature or Secure Electronic Signature:** The Applicant may apply by sending an e-mail to info@juvenis.net with a petition signed with a mobile signature or secure electronic signature, or, if preferred, by completing the “Application Form”.
- **Application via Electronic Mail Using the Electronic Mail Address Registered in the Data Controller’s System:** The relevant person may apply by sending an electronic mail to info@juvenis.net using the electronic mail address previously notified to the data controller and registered in the data controller’s system. In this application, Juvenis reserves the right to request additional identity verification depending on the subject of the request.

We remind you that you may receive a faster response if you write “*Information/Change Request Within the Scope of the Personal Data Protection Law*” on the application envelope or in the subject line of the electronic mail.

Applications may also be made through a notary or by other legally valid methods that allow identity verification. In applications, complying with the matters mentioned above to the extent the relevant method permits is recommended, as it will increase the likelihood of the application being concluded positively and quickly.

This application form has been prepared so that your requests can be answered accurately, completely and within the period specified by law. **Juvenis** reserves the right to request additional documents and information (such as a copy of an identity card or driving licence) for identity and authority verification, in order to eliminate the legal risks that may arise from unlawful or improper data sharing and, in particular, to ensure the security of your personal data. If the information regarding the requests you submit within the scope of the form is not accurate and up to date, or if the application is made with incorrect/misleading information or by an unauthorised person, **Juvenis** does not accept liability for such requests. In these cases, **Juvenis** reserves the right to reject the application.

APPLICATION FORM

DATA SUBJECT INFORMATION

Name Surname:	
Nationality:	☐ Türkiye ☐ Other If other, please specify:
Turkish ID No. (TCKN):	
Passport No. / Foreign ID No.:	
Address:	
KEP (Registered Electronic Mail) address:	
Electronic mail address:	
Telephone No. / Fax No.:	

YOUR RELATIONSHIP WITH JUVENIS	
☐ Juvenis Employee / Former Employee	Years worked:
☐ I Made a Job Application / Shared a CV	Date:
☐ Supplier Official / Employee	Explanation:
☐ Business Partner Official / Employee	Explanation:
☐ Customer	Explanation:
☐ Member	Explanation:
☐ Visitor	Explanation:
☐ Other	Explanation:

APPLICATION CONTENT	
Data Controller to Whom the Application is Made	Juvenis Telekomünikasyon A.Ş. Barbaros Mah. Halk Cad. Kardelen Sok. No: 2/1 Kat:9 D: 39 PK: 34746 Ataşehir/İSTANBUL
Subject of the Request to Be Submitted Within the Scope of the Application	☐ I want to learn whether my personal data is processed. ☐ If my personal data has been processed, I request information in this regard. ☐ I want to learn the purpose of processing my personal data and whether it is used in accordance with its purpose.

- ☐ I want to learn the third parties to whom my personal data is transferred domestically or abroad.
- ☐ I want my personal data to be deleted, destroyed or anonymised within the framework of the conditions provided for by law.
- ☐ I want my personal data to be corrected because it has been processed incompletely or incorrectly. (please provide detailed information in the explanation section about the personal data you want corrected)
- ☐ If my personal data is changed upon my request, I want this to be notified to the third parties to whom my personal data has been transferred.
- ☐ I request the compensation of the damage I have suffered due to the unlawful processing of my personal data. (please provide detailed information in the explanation section about which data-processing activity caused your damage, and when and how it arose)

EXPLANATIONS:

In order for your application to be answered properly, the scope of the application must be specific, clear and understandable.

ATTACHMENTS:

If you are sharing information and documents as attachments, please indicate them.

Method of Response to Your Application

(If no response method is preferred, the application will be answered by the method through which it was submitted.)

- ☐ I want it to be sent to my address.
(By the delivery to be made to the address specified in the application.)
- ☐ I want it to be sent to the electronic mail address I specified in the application form.
(If you choose the electronic mail method, we will be able to respond to you faster.)
- ☐ I want to collect it in person.
(In the case of collection by proxy, a notarised power of attorney or authorisation document is required.)

Date:	
Applicant Name Surname:	
Signature: <i>An e-signature may be used for applications made via KEP.</i>	

Please send your application together with information about your relationship with the applicant and/or a power of attorney, a population registry copy or the relevant document evidencing your authority.