

## **APPLICATION FORM REGARDING PERSONAL DATA PROTECTION**

In accordance with the Law on the Protection of Personal Data No. 6698 ("**Law**") and the applicable law, you have the right to be informed through written application to be referred to the data controller American Collegiate Institute ("**Institution**").

### **I. PURPOSE**

By means of this Application Form you will have the right to;

- a) learn whether your personal data is processed or not,
- b) request information as to personal data if it has been processed,
- c) learn the purpose of processing and whether the data is used in accordance with its purpose,
- d) learn the third parties of the transfer, in the country and abroad,
- e) request rectification if the data have been processed incompletely / inaccurately,
- f) request deletion / destruction of your personal data in accordance with Article 7 of the Law,
- g) request notification of the operations made as per indents (e) and (f) to third parties to whom personal data have been transferred,
- h) object to occurrence of any result detrimental by means of analysis of personal data exclusively through automated systems,
- i) request compensation for the damages due to unlawful processing of personal data.

### **II. APPLICATION PROCESS**

Our Institution will conclude your requests free of charge as soon as possible and within thirty days at the latest in accordance with the nature of the claim. However, if the transaction requires a cost, a fee may be charged. We may accept and process the request or reject the request in writing by explaining the reason. In case the application is made due to a fault of our Institution, the collected fee will be returned to the Data Subject.

### **III. APPLICATION CONTENT**

The information that you have provided should be correct and up-to-date. Our Institution is not liable for the requests that may arise due to incorrect or incomplete information or unauthorized application. Our Institution reserves its right to request further information and documents (copy of identity card or driver's license etc.) for identification in order to maintain data security.

#### IV. EXCEPTIONS

Since the matters mentioned below are excluded from the Law, requests on such matters can't be made.

a) Processing of personal data by real persons in the course of a purely personal or household activity, provided that obligations relating to data security are complied with and data is not transferred to third parties.

b) Processing of personal data for the purposes such as research, planning and statistics through official statistics or anonymization.

c) Processing of personal data for the purposes of art, history, and literature or science, or within the scope of freedom of expression, provided that national defense, national security, public safety, public order, economic safety, privacy of personal life or personal rights are not violated.

d) Processing of personal data within the scope of preventive, protective and intelligence-related activities by public institutions and organizations who are assigned and authorized for providing national defense, national security, public safety, public order or economic safety.

e) Processing of personal data by judicial authorities and execution agencies regarding investigation, prosecution, adjudication or execution procedures.

As to the matters below, it is only possible to claim damages.

a) Processing of personal data is necessary for prevention of crime or investigation of a crime.

b) Processing of personal data revealed to the public by the data subject herself/himself.

c) Processing of personal data is necessary, deriving from the performance of supervision or regulatory duties, or disciplinary investigation or prosecution by assigned and authorized public institutions and organizations and professional organizations with public institution status.

d) Processing of personal data is necessary for the protection of economic and financial interests of the State related to budget, tax, and financial matters.

#### V. APPLICATION PROCEDURE

As to the information given above, you may file your application via; registered and reply-paid letter to the headquarters of our Institution located in İnönü Cad.No:476 Göztepe Konak / İzmir, or present the application in person, or the e-mail to [dataaci@aci.k12.tr](mailto:dataaci@aci.k12.tr) using your secure electronic signature.

#### VI. YOUR CONTACT INFORMATION

<b>Name-Surname</b>			
<b>Identity Number:</b>		<b>Cellphone Number:</b>	

<b>E-mail Address:</b>		<b>Land Line Number:</b>	
<b>Address:</b>			

**VII. YOUR CLAIMS AND REQUESTS**

<b>Your Current Status</b>	
<input type="checkbox"/> <b>Customer</b> <input type="checkbox"/> <b>Visitor</b> <input type="checkbox"/> <b>Employee</b> <input type="checkbox"/> <b>Business Partner</b>	<input type="checkbox"/> <b>Student</b> <input type="checkbox"/> <b>Parent</b> <input type="checkbox"/> <b>Former Employee</b> <input type="checkbox"/> <b>Other:</b>
<b>The department that you are in contact within our Institution</b>	

<b>Your Requests</b>		
<b>1</b>	<b>Is my personal data being processed by the Institution?</b>	
<b>2</b>	<b>In what ways, my data is being processed?</b>	
<b>3</b>	<b>What is the purpose of the processing of my personal data?</b>	
<b>4</b>	<b>Is my personal data being transferred to third parties in the country or abroad?</b>	
<b>5</b>	<b>My rectification request regarding my personal data is as follows:</b>  <i>(This request should only be made when you have a rectification request that has been clearly set forth and the documents representing the correct and complementary information are presented.)</i>	
<b>6</b>	<b>I have a rectification request regarding my personal data mentioned below.</b>  <i>(The reason should be given.)</i>	
<b>7</b>	<b>I have an anonymization request regarding my personal data mentioned below.</b>  <i>(The reason should be given.)</i>	

8	I request notification regarding my rectification and/or anonymization request to the persons below.	
9	I request compensation for the damages due to the unlawful processing of my personal data. <i>(The damage should be claimed by giving the presenting the reasoning and related documents.)</i>	

**EXPLANATIONS**

**The Notification Method of Your Application Answer**

Send to my address mentioned above.

Send to my e-mail address mentioned above.

I want to receive it in person.

(An attorney may only receive the reply by presenting a notarized power of attorney or authorization certificate.)

**Data Subject**

Name-Surname

Date-Signature