**GENERAL DESCRIPTIONS**

The personal data subjects that are described as relevant person under the Law No 6698 on Protection of Personal Data (“**LPPD**” or “**Law**”) or the representatives of these persons (“**Applicant**” or“**Relevant Person’’**) are entitled to make requests regarding the processing of their personal data under the Article 11 of the LPPD.

In accordance with the first paragraph of the Article 13 of the LPPD; all applications to be made regarding the exercise of these rights are required to be submitted to **Se Club Gayrimenkul Yonetimi Yazılım Bilisim Sistemleri Pazarlama Danısmanlık Ticaret A.S.**  **(“Se Club”)**, which acts as data supervisor, in writing or by using the other methods determined by the Personal Data Protection Board (“**Board**”). Depending upon its nature, your request will be responded **as soon as possible upon receipt of the same by Se Club or within maximum thirty days.**

**APPLICATION METHOD**

* **Application by Post or Personal Application:** It is possible to make an application personally or by post to the address of Se Club at Hakkı Yeten Cad. Selenium Plaza 10/C Fulya, Beşiktaş / İstanbul **together with the application form completed and signed by the Applicant and other identification documentation**.
* **Application by Registered Electronic Mail (KEP) Address:** It is possible to make an application by sending an e-mail to [seclub@hs01.kep.tr](mailto:seclub@hs01.kep.tr) from the registered electronic mail (KEP) addressof the Applicant with a signed petition or if desired, with an “Application Form”.
* **Application via Electronic Mail by using Mobile Signature or Secure Electronic Signature:** It is possible to make an application by sending an e-mail to [kvkk@seclub.com.tr](mailto:kvkk@seclub.com.tr) by a petition signed by the Applicant with mobile signature or secure electronic signature or if desired, by completing an “Application Form”.
* **Application by E-mail:** It is possible for the Applicant to make an application by sending an e-mail to the address of Se Club, acting as a data supervisor, at [kvkk@seclub.com.tr](mailto:kvkk@seclub.com.tr) through using the electronic mail address that has been
* previously notified and registered in the system of Se Club. In this application, Se Club reserves its right to ask for additional documents to verify the identification depending upon the subject of the request.

Besides, it is also possible to make an application through a Notary Public or by using the other methods that are legally valid and that allow for the verification of identification. It is recommended to comply with the above-mentioned matters in applications as much as the relevant method enables to do so, because compliance will increase the possibility of finalizing the application positively and in short period of time.

**APPLICATION FORM**

|  |  |
| --- | --- |
| **INFORMATION ABOUT THE RELEVANT PERSON** | |
| **First and Last Name:** |  |
| **Nationality:** | ☐ **Turkey** ☐ **Other** If other, please specify: …….. |
| **Turkish Identification Number:** |  |
| **Passport Number / Foreigner Identification Number:** |  |
| **Address:** |  |
| **KEP (Registered Electronic Mail) address:** |  |
| **Electronic Mail address:** |  |
| **Telephone Number / Fax Number:** |  |

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| --- | --- |
| **YOUR RELATIONSHIP WITH SE CLUB** | |
| **☐ Se Club Employee/ Old Employee** | **Years worked:** |
| **☐ I shared Job Application/ CV** | **Date:** |
| **☐ Officer/Employee of Supplier** | **Remark:** |
| **☐ Se Club Customer/Residence Owner / Residence Tenant** | **Remark:** |
| **☐ Visitor** | **Remark:** |
| **☐ Other** | **Remark:** |

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| **CONTENT OF APPLICATION** | | |
| **Data Supervisor to which the Application is Submitted** | **Se Club Gayrimenkul Yonetimi Yazılım Bilisim Sistemleri Pazarlama Danısmanlık Ticaret A.S.** | |
| **Scope of Request to be Made under the Application** | ☐ I would like to know whether my personal data has been processed or not.  ☐ If my personal data has been processed, I ask for information about processing of my data.  ☐ I would like to know the purpose of processing of my personal data and know whether my data is used in accordance with the purpose.  ☐ I would like to know the third parties inland or abroad, to whom my personal data has been disclosed.  ☐ I want my personal data to be deleted or destroyed or anonymized according to the conditions prescribed by the law.  ☐ If my personal data has been processed incompletely or wrongly, I ask for correction of it.  (Please provide more information in the Remarks section about your personal data that you want to be corrected)  ☐ If any changes are made in my personal data upon my request, I ask for providing information to third parties, to whom my personal data has been disclosed.  ☐ I ask for the indemnification of the loss suffered by me due to the processing of personal data in violation of the law.  (Please provide more information in the Remarks section about the data processing activity that resulted in loss for you, as well as the time and method of occurrence of such loss). | |
| **REMARKS:**  *In order to give a proper answer to your application, the scope of application is required to be definite, clear and understandable.* | | |
|  | | |
| **ANNEXES:**  *Please specify if you are enclosing any information and documentation.* | |  |

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| **Method of Giving Response to Your Application**  *(If any method of response is not* ***chosen****, response will be given by the method used to submit the application.)* |
| * + I want the response to be sent to my address.   (*To be sent to the address indicated in the application)*   * + I want the response to be sent to my electronic mail address indicated in the application form.   *(If you choose electronic mail method, we can send you response in a faster way.)*   * + I want to receive the response by hand.   *(If the response is received by proxy, notarized power of attorney or authorization letter is required.)* |

This application form has been prepared to give response to your requests in an accurate and complete way and within the period of time prescribed by the law. Se Club reserves its right to request additional information and documentation (such as a copy of ID card or driver’s license etc.) to verify identification and authorization for the purpose of eliminating the legal risks that might arise from the disclosure of the data in an illegal or unfair way and particularly ensuring the security of your personal data. If the information provided in your requests under the scope of this form is not accurate and up-to-date or an application is made with wrong/misleading information or an unauthorized application is made, Se Club does not assume any responsibilities for such requests. In such cases, Se Club reserves its right to reject the application.

|  |  |
| --- | --- |
| **Date:** |  |
| **First and Last Name of Applicant:** |  |
| **Signature:** *e-signature may be used for the applications made through KEP.* |  |
| *Please attach all information regarding your relationship with the applicant and/or power of attorney indicating your authorization, as well as public registry certificate or other relevant documents to your application.* | |