



GENERAL COMMENTS

The Law on the Protection of Personal Data ("PPD Law") numbered 6698 entitles the owners of personal data defined as related individuals (to be hereinafter referred to as "Applicant") to certain requests regarding the processing of their personal data in article of 11 of the PPD Law. As per the first paragraph of article 13 of the PPD Law; the applications that will be made to Beşiktaş JK, which is the data supervisor, regarding these rights are required to be made in writing or communicated to us by the other methods defined by the Protection of Personal Data Board (the "Board").

Within this context, the applications that will be made Beşiktaş JK in "writing" may be communicated by taking a print-out of this form, and;

- With the personal application of the Applicant,
- Through the notary public,
- Or as signed with the "secure electronic signature" of the Applicant as defined in the Electronic Signature Law numbered 5070, and sent to the registered electronic mail addresses of Beşiktaş JK.

Specific information on the written application channels, through which the written applications may be sent to us, is provided below.

Application Method	Application Address	Information to be Provided in the Application
Personal Application (application of the Applicant by coming personally and submitting a document certifying his	Vişnezade Mahallesi Kadırgalar Caddesi No:1 Vodafone Park Otopark Girişi Kat:1 34357 Beşiktaş - İstanbul	"Request for Information within the Scope of the Protection of Personal Data" shall be written on the envelope.
Notification through the notary public	Vişnezade Mahallesi Kadırgalar Caddesi No:1 Vodafone Park Otopark Girişi Kat:1 34357 Beşiktaş - İstanbul	"Request for Information within the Scope of the Protection of Personal Data" shall be written on the notification envelope.
Through Registered Electronic Mail (Kayıtlı Elektronik Posta-KEP), as signed with "secure electronic signature" [BİK-KEP-address]	bjkdernegi@bjk.hs03.kep.tr	"Request for Information within the Scope of the Protection of Personal Data" shall be written in the subject field of the electronic mail.

Furthermore, when other methods defined by the Board are announced, the way that applications will be made by these methods will also be announced by Beşiktaş JK.

Your applications that have been communicated to us will be responded within thirty days as of the date when your request has reached us, depending on the nature of the request, as per paragraph 2 of article 13 of the PPD Law. However, in case the procedure necessitates an extra cost, the fee determined by the Protection of Personal Data Board will be charged by Beşiktaş JK. Our responses will be sent to you in writing or on the electronic media as per the provision of article 13 of the PPD Law.

A. Communication data of the Applicant:

Name:	
TR ID No:	
Telephone Number:	
E-mail:	
Address:	

B. Please specify your relationship with Beşiktaş JK. (such as customer, business partner, employee candidate, former employee, third party firm employee, shareholder)

<input type="checkbox"/> Visitor	<input type="checkbox"/> Current Employee
<input type="checkbox"/> Supplier/Customer	<input type="checkbox"/> I filed a Job Application/Posted my CV Date:
<input type="checkbox"/> Former Employee, during Years:	<input type="checkbox"/> Other:
<input type="checkbox"/> Third Party Firm Employee Please indicate the firm you work for and your position	
Unit you are in communication with within the institution:	
Subject:	

C. Please specify your request within the scope of the PPD Law in detail:

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E. Please chose the method for the communication of our response to your application:

- I want it to be sent to my address.
- I want it to be sent to my e-mail address.
(We will be able to respond to you faster if you choose the e-mail method.)
- I want to receive it by hand.
(In case of receipt by proxy, a notary certified power of attorney or authorization letter is required.)

This application form has been prepared in order to determine your relationship with Beşiktaş JK, identify all of your personal data, if any, processed by Beşiktaş JK and respond to your related application correctly and within the legally allowed time. Beşiktaş JK reserves the right to demand additional documents and information (copy of identification card or driver's license, etc.) in order to eliminate the legal risks that may arise from illegal and unfair sharing of data and especially ensure the security of your personal data. In case the information regarding your request that you have communicated with the form are not accurate or up to date or an unauthorized application is made, Beşiktaş JK does not assume any responsibility due to such inaccurate information or unauthorized application.

Name:

TR ID No:

Telephone Number:

E-mail:

Address: