**GENERAL EXPLANATIONS**

Personal data owners (hereinafter referred to as the "Applicant") defined as the data subject in the Law on the Protection of Personal Data No. 6698 (hereinafter referred to as the "KVK Law") are entitled to make certain requests regarding the processing of their personal data in Article 11 of the Law on the Protection of Personal Data.

In accordance with Article 13/I of the KVK Law, the applications to be made to ANADOLU UNIVERSITY, which is the data controller, regarding these rights must be submitted to us in writing or by other methods determined by the Personal Data Protection Board ("Board").

It is important that the personal data we have about you is accurate and up-to-date. Therefore, if there is a change in your personal data, please notify us. In accordance with the KVK Law and relevant legislation,

- You can learn whether personal data is processed or not,

- Request details about the information we collect,

- You can learn for what purpose this information is collected and how it is used, and the third parties in the country or abroad to whom personal data are transferred, or

- In case of incomplete or incorrect processing, you can request them to be corrected, updated, or deleted if the reasons for processing have disappeared, including notifications to be made to third parties to whom the transfer is made.

Applications are to be made to our University “in writing", after printing out this form and typing "Information Request on the Protection of Personal Data" on the envelope or in the subject line, either

• By in person application,

• By notary public or registered mail, or

• By sending it from your Anadolu University e-mail address to “anadolu.universitesi@hs01.kep.tr” (KEP).

Contact:

**T.C. ANADOLU ÜNİVERSİTESİ**

**Address: Yeşiltepe Mahallesi, Anadolu Üniversitesi, Yunus Emre Kampüsü Rektörlük Binası, 26470**

**Tepebaşı/Eskişehir**

**Tel: +90 222 335 05 80**

**Fax: +90 222 335 36 16**

**E-mail:** **gensek@anadolu.edu.tr**

**APPLICANT INFORMATION**

Fill in the following information:

Name and surname :

Turkish Identity Number :

Address :

Mobile phone :

E-mail address :

Your relationship with the University: Visitor Student Employee Other

Has Your Relationship With The University Ended?:

**APPLICANT'S REQUEST**

The rights you can request from our University, which is the data controller, are specified in Article 11 of the KVK Law. Your applications submitted to us are evaluated within our University according to the rights you have requested, and according to Article 13/2 of the KVK Law. According to the article, depending on the nature of the request, your request will be answered as soon as possible and within 30 (Thirty) days at the latest from the date of receipt of your request. As per 13/3 of the Law, our reply will be sent to you in writing or electronically.

Please specify your request in detail below within the scope of the Personal Data Protection Law:

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**STATEMENT OF THE APPLICANT**

In line with the requests I have stated above, I kindly request you to evaluate my application to your university and inform me. I declare and undertake that the documents and information I have provided to you in this application are correct, up-to-date and belong to me. The information and documents I have provided in the application form are limited to the purposes of evaluating and answering my application, delivering my application, and determining my identity and address. I consent to its processing by **ANADOLU UNIVERSITY**.

 I request that the reply be sent to the address I specified in the Application Form.

 I request that the reply be sent to my e-mail address that I have specified in the Application Form. (We will be able to respond to you faster if you choose the e-mail method.)

 I want to receive it in person. (In case of receipt by power of attorney, a notarized power of attorney or notarized authorization document is required. Relatives such as the spouse or father of the person are never informed.)

Name and Surname of the Applicant (Personal Data Owner):

Application date:

Signature:

**IMPORTANT NOTE:** Applications must be personal. Applications cannot be made on behalf of spouses, relatives or children.

If **ANADOLU UNIVERSITY** has any doubts about the identity of the applicant, it may request the relevant verification information from the person. In the event that the information regarding your requests in the form is not correct and up-to-date, or an unauthorized application is made, our University does not accept any liability for such false information or requests originating from unauthorized applications.