**DATA SUBJECT ("PERSONAL DATA OWNER") APPLICATION FORM**

**1. General Information on Your Right to Apply**

* Pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data ("LPDP"), the natural person whose personal data is processed ("data subject") has the following rights regarding him/her by applying to the data controller:

(1) Has the right to learn whether personal data has been processed.(2) Has the right to request information if personal data has been processed.(3) Has the right to learn the purpose of processing personal data and whether they are used in accordance with their purpose.(4) Has the right to know the third parties to whom personal data is transferred at home or abroad.(5) Has the right to request correction of personal data in case of incomplete or incorrect processing and to request notification of the transactions made within this scope to third parties to whom personal data is transferred. (6) Although it has been processed in accordance with the provisions of KVKK and other relevant laws, it has the right to request the deletion, destruction or anonymisation of personal data in the event that the reasons requiring its processing disappear, and to request that the transactions made within this scope be notified to third parties to whom personal data are transferred. (7) It has the right to object to the occurrence of a result to the detriment of the person himself/herself by analysing the processed data exclusively through automated systems. (8) In case of damage due to unlawful processing of personal data, it has the right to demand the compensation of the damage.

* You can also submit your requests within the scope of Article 11 of the LPDP to us by using this Application Form, which we have prepared within the framework of Article 13 of the LPDP and the Communiqué on the Procedures and Principles of Application to the Data Controller
* This Application Form has been created in order to establish your connection with us, identify any personal data we may be processing about you, and properly and expeditiously reply to your pertinent application.
* The applications you make within the scope of Article 13 of the LPDP may be charged in accordance with Article 13/2 of the LPDP, Article 6/5 and Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller.
* Pursuant to Article 13/2 of the LPDP, your applications submitted to us will be responded to as soon as possible and within 30 (thirty) days at the latest, depending on the nature of your request. Our responses will be delivered to you in writing or electronically in accordance with Article 13/3 of the LPDP.
* In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data, we reserve the right to request additional documents and information (copy of identity card or driving licence etc.) for identification and authorisation.
* In the event that the information regarding your requests submitted within the scope of the form is not correct and up-to-date or if you make an unauthorised application, we do not accept any liability for the requests arising from such incorrect information or unauthorised application.

**2. Application Procedure**

In accordance with Article 13 of the LPDP and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller, you may submit your application containing your requests within the scope of your rights listed in Article 11 of the LPDP to us by using this Application Form by one of the methods described below.

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| **APPLICATION PROCEDURE** | **ADDRESS FOR APPLICATION** | **INFORMATION TO BE SHOWN IN THE APPLICATION** |
| **Application in Writing**  (Personal application with wet signature or through a Notary Public) | CORTEX HAVACILIK VE TURİZM TİCARET A.Ş. (SOUTHWİND AİRLİNES)  Göksu Mah. Gazi Bul. No:461/1  Karaşah İş Merkezi 07260  Kepez/ ANTALYA | "Information Request within the scope of the Law on the Protection of Personal Data" shall be written on the envelope. |
| **via Registered Electronic Mail (KEP)** | cortexhavacilik@hs04.kep.tr | "Information Request within the scope of the Law on the Protection of Personal Data" will be written in the subject section of the e-mail. |
| **By using your e-mail address registered in our system** | kvkk@southwindairlines.com | "Information Request within the scope of the Law on the Protection of Personal Data" will be written in the subject section of the e-mail. |
| **By using your e-mail address that is not in our system in a way that includes mobile signature / e-signature** | kvkk@southwindairlines.com | "Information Request within the scope of the Law on the Protection of Personal Data" will be written in the subject section of the e-mail. |

**3. Your Identity and Contact Details**

Please fill in the fields below so that we can contact you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name-Surname | : |  |
| Turkish Republic Identity Number Passport Number or Identity Number for Citizens of Other Countries | : |  |
| Residential Address / Workplace Address for Notification | : |  |
| Mobile Phone | : |  |
| Telephone Number | : |  |
| Fax Number | : |  |
| E-mail Address | : |  |

**4. Please indicate your relationship with us.**

|  |  |
| --- | --- |
| ☐ Product or Service Recipient  ☐ Employee  ☐ Visitor  ☐ Business Partner/Solution Partner/Consultant | ☐ Former employee  ☐ Third party company employee  ☐ Other:…………….…….……..………..…….. |
| Please provide details of your relationship with us: ........................………………....……….. | |

**5. Please specify your request in detail within the scope of Article 11 of LPDP:**

Information and documents related to your request should be attached to your application.

We can support you faster if you can specify the department / authorised person with whom you have communicated with us while stating your request.

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| In line with the requests, I have stated in this Application Form, I request that my application to you be evaluated in accordance with Article 13 of the LPDP and that I be informed.  Name and Surname of the Applicant (Personal Data Owner):  Date:  Signature: |