**IZMIR METROPOLITAN MUNICIPALITY**

**PRIVACY ACT**

**APPLICATION FORM**

1. **GENERAL INFORMATION**

On Article 11 of the Privacy Act no. 6698, some rights to demand were given to personal data holders who are defined as the "Relevant Person" (the Applier) related with the processing of their personal data. According to the first clause of Article 13 of the Privacy Act; the applications related with these rights must be made to our Institution either in written form or with other methods that are specified by the Committee of Protection of Personal Data (the Committee).

Within this frame, "written" applications to our Institution must be in an envelope and they can be made;

* Through individual application of the Applier,
* Through Notary,
* By signing the petition with the “secure electronic signature” that is defined in the Electronic Signature Law no 5070 and sending it to the Registered Electronic Mail address (KEP) of our Institution.

Below you can find information on how you can do the written application to our Institution:

|  |  |  |
| --- | --- | --- |
| **Method of Application** | **Application Address** | **Information that is needed to be specified on the Application** |
| Individual application (The applier must come in person and authenticate his/her identity) | İzmir Büyükşehir Belediyesi Yazı İşleri Şube Müdürlüğü Cumhuriyet Bulvarı No:1 Kat: 2 Konak / İzmir | “Information Request within the Privacy Act” must be written on the envelope. |
| Notification via Notary | İzmir Büyükşehir Belediyesi Yazı İşleri Şube Müdürlüğü Cumhuriyet Bulvarı No:1 Kat: 2 Konak / İzmir | “Information Request within the Privacy Act” must be written on the notification envelope. |
| By signing the petition with “secure electronic signature”, it can be sent to the Registered Mail Address of the Institution. | [izmirbuyuksehirbelediye@hs01.kep.tr](mailto:izmirbuyuksehirbelediye@hs01.kep.tr) | “Information Request within the Privacy Act Law” must be written in the subject section of the e-mail. |

Applications submitted to us will be replied in 30 days from the date on which your request is received, in accordance with the 2nd clause of Article 13 of the Privacy Act. The replies will be given written or via email in accordance with the Article 13 of the Privacy Act.,

1. **DOCUMENTS NEEDED to IDENTIFY the APPLIER and for COMMUNICATION**

In order to identify the Applier and to do the necessary research within our Institution according to the nature of your demand, you need to provide the information below. In addition to this, the information that is requested below is needed in order to get more detailed information about your application, to inform you about our research process and to convey the Applier the result of his / her application in a secure way.

Name – Surname:

Republic of Turkey Identity Number:

Relation with our Institution: ( ) Citizen ( ) Contractor ( ) Job Application ( ) Other

Address:

Mobile Phone:

E-mail Address:

Has your relation with our Institution terminated? ( ) Yes ( ) No

What are the Departments that you are in touch within our Institution?

If you are a former employee, the years you served in our Institution?

1. **DEMAND of the APPLIER**

In accordance with the Article 11 of the Privacy Act, the rights that you can demand from our Institution are mentioned below. According to the chosen right, an evaluation will be made in our Institution and replies will be given in accordance with the third clause of Article 13 of the law.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Demand No: | Subject of the Demand | | Relevant Article of the Law | | Requested document about your demand | | Requested document about your demand | |
| 1 | I request information about whether my personal data is processed by your Institution or not. If it is, I would like to get information where it is used and whether it is used for its purpose or not. | | Privacy Act Article 11/1 (a), (b), (c) | | None | | None | |
| 2 | I would like to know if my personal data is transferred to third parties in the country or abroad. | | Privacy Act Article 11/1 (ç) | | None | | None | |
| 3 | I think my personal data is processed inadequate or wrong and I want it to be corrected. | | Privacy Act Article 11/1 (d) | | Your personal data that you think is inadequate or wrong and that needs to be corrected. | | You need to attach the documents that represent the correct and complementary information regarding your personal data that you think are inadequate and wrong (copy of the identity card, residence document…etc) and write them down in here. | |
| 4 | Although my personal data is processed appropriately in accordance with the Privacy Act and relevant laws, I think that the reasons required for the data processing no longer exist; thus within this context, I want my personal data; | ( ) To be deleted  ( ) to be anonymised  (You can only choose one) | | Privacy Act Article 11/1 (e) | | Mention the relevant reason and why you think it doesn’t exist anymore: | | You need to attach the supportive documents related with your choice and write them down here. |
| 5 | I think my personal data that was processed by your Institution was exclusively analyzed by automatic systems and due to that analysis, a situation emerged against me. I object to that outcome. | Privacy Act Article 11/1 (g) | | | | Specify regarding which request of yours or process this situation emerged. | | Attach the documents showing your requests regarding the data processing through exclusive automatic systems; and write them down here. |
| 6 | Because of the illegal processing of my personal data, I incurred loss. I demand my loss to be compensated. | Privacy Act Article 11/1 (h) | | | | Specify the illegal processed data. | | You need to attach the copies of the verdict or the Committee resolutions and their relevancy with you as well as every kind of document that show the amount of your loss. |
| 7 | If you have a different demand related with the law, specify it in detail. | | | | | | | |

1. **PLEASE SELECT THE METHOD OF NOTIFICATION OF THE REPLY TO BE GIVEN REGARDING YOUR APPLICATION**

( ) I want it to be sent to my address.

( ) I want it to be sent to my registered email address (KEP).

( ) I want it to be delivered by hand. (If the document will be taken in proxy, notarized power of attorney or authorization document is needed).

The application form is organized in order to determine your relation with our Institution, to specify your personal data accurately that was processed by our Institution and to reply to your application correctly in the legal period. In order to eliminate the legal risks that might occur from the sharing of personal data illegally and to secure the protection of personal data, our Institution reserves the right of demanding additional documents (identity card, copy of driving license) for identification and authorization. In case of not giving accurate information or giving outdated information or unauthorized application, our Institution does not take any responsibility for any unauthorized applications or inaccurate information.

Name and Surname of the Applier:

Date of Application:

Signature: