You may apply to us for your requests regarding your rights set forth with Article 11 of the Law No. 6698 on the Protection of Personal Data, through the methods and procedures described in this form.

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| --- | --- | --- | --- |
| **APPLICATION METHOD** | **IN WRITING** | **WITH REGISTERED**  **E-MAIL** | **WITH E-MAIL** |
| **RECEIVER ADDRESS** | GRAPPA Gıda San. ve Tic. A.Ş. Durasıllı Mah. 92 Sk. No: 2/1 Salihli - Manisa / TURKEY | [grappa.gida@hs03.kep.tr](mailto:grappa.gida@hs03.kep.tr) | ik@grappafoods.com |

# Personal and Contact Information:

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

|  |  |
| --- | --- |
| **Name & Last Name** |  |
| **Identification Number (as shown on ID/ passport)** |  |
| **Adress** |  |
| **Phone number** |  |
| **E-Mail** |  |

**Subject:**

|  |
| --- |
| We kindly request you to write your request regarding your personal data clearly below. If there is information and documents related to your request, they should be attached to your application. |
|  |

I request that my application to your Company be evaluated in accordance with Article 13 of the Law on the Protection of Personal Data No. 6698.

I hereby declare and undertake that my information and documents that I provided to you in this application are correct and up-to-date, that your Company may request additional information in order to finalize my application, and that I may have to pay the fee determined by the Personal Data Protection Board if it requires a cost.

I want the response to be sent in writing to my address I have specified in the form.

I want the response to be sent with e-mail.

**Application Date :**

**Signature :**

**DESCRIPTION:**

As the owner of personal data, you have the following rights in accordance with Article 11 of Law No. 6698.

* To learn whether his/her personal data are processed or not,
* To demand for information as to if his/her personal data have been processed,
* To learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
* To know the third parties to whom his personal data are transferred in country or abroad,
* To request the rectification of the incomplete or inaccurate data, if any,
* To request the erasure or destruction of his/her personal data under the conditions referred to in Article 7 of Law No. 6698.
* To request reporting of the operations carried out during the rectification of the incomplete or inaccurate data, if any, or the erasure or destruction of his/her personal data, to third parties to whom his/her personal data have been transferred,
* To object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
* To claim compensation for the damage arising from the unlawful processing of his/her personal data.

You may submit your application form in accordance with Article 13 of the Law No. 6698 on the Protection of Personal Data and Article 5 of the Comminuque On The Principles And Procedures For The Request To Data Controller; in writing or by using your e-mail address which you have previously notified our company and which is registered in our system.

Your applications will be completed free of charge as soon as possible and within thirty days at the latest, according to the nature of the request. We reserve the right, however, to charge you for any further costs, in accordance with the tariff set by the Personal Data Protection Board.

Your request, which you specify in your application, may be accepted or rejected after the required examination. Your response to your application will be notified in writing or electronically. If the request in your application is accepted, the requirement will be fulfilled. If the application is caused by our error, the fee will be refunded if there is any.