

## Data Subject Access Request Form

Articles 15-22 of the EU General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) grant you certain rights with regard to your personal data held by Netmera Ahmet Başaran Eren Acar Başaran Kollektif Şirketi ("Netmera"), including the right to obtain confirmation that we process your personal data, receive certain information about the processing of your personal data, and obtain a copy of the personal data we process.

The GDPR (European General Data Protection Regulation) gives data subjects a number of rights regarding their personal data. These are:

- Art 15: Right of access (data subject access request)
- Art 16: Right to rectification (i.e. to correct personal data, or to complete incomplete data)
- Art 17: Right to erasure (right to be forgotten)
- Art 18: Right to restriction of processing
- Art 20: Right to data portability
- Art 21: Right to object to processing
- Art 22: Right to engage with automated decision making & profiling

We aim to respond to your request within one month of receipt of a fully completed form and proof of identity.

The information you supply in this form will only be used for the purposes of identifying the personal data you are requesting that we erase/correct etc and responding to your request. You are not obliged to complete this form to make a request, but doing so will make it easier for us to process your request quickly.

Please submit your completed request form as a secure email attachment to [privacy@netmera.com](mailto:privacy@netmera.com)

### SECTION 1: Details of the person requesting information

Full name:

Address:

Contact telephone number:

Email address:

### SECTION 2: Are you the data subject?

Please tick the appropriate box and read the instructions which follow it.

- ☐ **YES:** I am the data subject. I enclose proof of my identity (see below). **(Please go to Section 4)**
- ☐ **NO:** I am acting on behalf of the data subject. I have enclosed the data subject's written authority and proof of the data subject's identity and my own identity (see below). **(Please go to Section 3)**

To ensure we are dealing with the data of the right person we require you to provide us with proof of your identity and of your address. Please supply us with a photocopy or scanned image (do not send the originals) of one or both of the following:

**1) Proof of Identity** : Passport, photo driver's license, national identity card, birth certificate.

**2) Proof of Address** : Utility bill, bank statement, credit card statement (no more than 3 months old); current driver's license;

If we are not satisfied you are who you claim to be, we reserve the right to refuse to grant your request.

### **SECTION 3: Details of the data subject (if different from section 1)**

If you are NOT the data subject, but an agent/attorney appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

Full name:

Address:

Contact telephone number:

Email address:

### **SECTION 4: Information Requested:**

#### **Which right do you wish to exercise?**

- ☐ Art 15: Right of access ( data subject access request)
- ☐ Art 16: Right to rectification (i.e. to correct personal data, or to complete incomplete data)
- ☐ Art 17: Right to erasure (right to be forgotten)
- ☐ Art 18: Right to restriction of processing
- ☐ Art 20: Right to data portability
- ☐ Art 21: Right to object to processing

To help us process your request quickly and efficiently, in the box below, please provide as much detail as possible about the personal data you are requesting access to, or correction or erasure of. Please include time frames, dates, names, types of documents, file numbers, or any other information to help us locate your personal data.

*Please specify your request here.*

*Continue on additional sheets if necessary.*

*If you are requesting erasure or restriction of processing, please specify on what grounds you are requesting this.*

To help us process your request quickly and efficiently, please indicate with a check mark which personal data processing you are objecting to:

Given the sensitive nature of erasing personal data, GDPR Article 17(1) requires certain conditions to be met before a request may be considered. Please supply us with the reason you wish your data to be erased and please attach any justifying documents to this one.

## **SECTION 6: Declaration**

Please note that any attempt to mislead may result in prosecution.

I certify that the information provided on this form is correct to the best of my knowledge and that I am the person to whom it relates. I understand that Netmera is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

**Signed:** ..... **Date:** .....

Authorised person – Declaration (if applicable):

I confirm that I am legally authorised to act on behalf of the data subject. I understand that Netmera is obliged to confirm proof of identity/authority and it may be necessary to obtain further information in order to comply with this subject access request.

**Signed:** ..... **Date:** .....

### **Documents which must accompany this application:**

- Evidence of your identity (see section 2)
- Evidence of the data subject's identity (if different from above)
- Authorization from the data subject to act on their behalf (if applicable)
- Justification for request of data (see section 4)

I wish to:

☐ Receive the information in electronic format (some files may be too large to transmit electronically and we may have to supply in CD format)

☐ Receive the information by post ( Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive')

☐ Collect the information in person

We will contact you for additional information if the scope of your request is unclear or does not provide sufficient information for us to conduct a search (for example, if you request “all information about me”). We will begin processing your request as soon as we have verified your identity and have all of the information, we need to locate your personal data