

**REQUEST TO OBTAIN PERSONAL DATA IN A PORTABLE FORMAT (DATA PORTABILITY)**

Article 20 of GDPR requires the Er-Kim to provide all personal data concerning the data subject to the data subject in a structured, commonly used and machine readable format where:

- Processing is completed on the basis of a contract.
- Processing is completed based on the provision of consent by the data subject.
- Processing is carried out by automated means.

Additionally, Er-Kim is required to transmit the data outlined above directly to a controller specified by the data subject where technically feasible

If you wish us to transfer your personal data (Data Portability) to another organization please complete this form and submit it, with proof of identity that you are the Data Subject, to **Levazım Mahallesi Kuru Sokak No:2 Zorlu Center D Blok T-3 Katı D:344, 34340 Beşiktaş İstanbul Turkey** or email it to gpdr@er-kim.com

If you are making the request on behalf of a Data Subject, an authorizing letter signed by the Data Subject with proof of the Data Subjects identity must be submitted.

In order to process your request, the Er-Kim may need to contact you to request additional information or to seek clarification. We will confirm the outcome of your request within 30 days of receiving your request.

DETAILS OF DATA SUBJECT

Name Surname	
ID Number	
Telephone Number	

Request to obtain personal data in a portable format

Please provide details of the personal data you wish the Er-Kim to transfer, together with details of the person or organization to whom/which the data is to be transferred, and in what preferred format.

**Data Subject is the individual who has a right to request access to their Personal Data and is the person who is the subject of the Personal Data in question.*

**DECLARATION**

I hereby declare and confirm that all information and supporting documents provided by me in connection with this Request are true, accurate and complete. I understand that it will be necessary for the Er-Kim to verify my identity and that the Er-Kim may contact me for more detailed information in order to process my request. I consent to the collection, use and disclosure of the personal data that I have provided in this form for the purpose of this request.

Name Surname:**Email Address:****Address:****Signature:****Date:****FOR INTERNAL USE****Application Reference Number:****Linked Reference Number if the data subject has made a previous request:****Received by:****Date:****Edited by:****Date:****Date Request Completion Date:****Date Requestor Information Date:****Comments:**