

ERBOY HOTEL ISTANBUL
APPLICATION FORM TO DATA CONTROLLER

1. General Remarks

Personal data owners ("Applicants") defined as relevant persons in the Personal Data Protection Law No. 6698 ("KVKK") are given the right to make certain requests regarding the processing of their personal data in accordance with Article 11 of the KVKK ("Kişisel Verileri Koruma Kurumu"- Personal Data Protection Authority<kvkk.gov.tr>).

The application form has been prepared to determine your relationship with Erboy Turistik Tesisler İşletmemeleri ve Ticaret Anonim Şirketi ("Erboy Hotel Istanbul"), to determine your personal data processed by Erboy Hotel Istanbul, if any, and to respond to your application correctly and within the legal period. In order to ensure the security of your personal data and to prevent unlawful data transfer, Erboy Hotel Istanbul may request additional information to determine identity and authority. If the information provided by the Applicant is not accurate and/or up-to-date or the requests are unauthorized, the Applicant is responsible for this matter.

If the Applicant's application is answered in writing in accordance with Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller, no fee will be charged for up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page over ten pages. If the answer to the application is given on a recording medium such as a CD or flash memory, a fee equal to the cost of the recording medium may be charged.

2. Scope of the Right to Application Within the Framework of Article 11 of KVKK

The Applicant can apply to Erboy Hotel Istanbul and request the following:

- 1) Requesting information about whether personal data is processed or not,
- 2) Requesting information if personal data has been processed,
- 3) Requesting information of the purpose of processing personal data and whether the data is used in accordance with the purpose,
- 4) Requesting information about third parties to whom personal data are transferred domestically or abroad,
- 5) Requesting correction of personal data in case of incomplete or incorrect processing and requesting that the action is taken in this context to notify third parties to whom personal data has been transferred,
- 6) Requesting deletion, destruction or anonymization of personal data if the reasons requiring data processing are eliminated, even though it has been processed in accordance with the provisions of KVKK and other relevant laws, and requesting that the transaction carried out in this context is notified to third parties to whom personal data has been transferred,
- 7) Objecting to the emergence of an unfavourable result by analysing the processed data exclusively through automatic systems,
- 8) Request compensation for the damage in case of damage due to unlawful processing of personal data.

3. Application Method

In accordance with the first paragraph of Article 13 of KVKK; Applications regarding these rights must be submitted to us in writing and signed or by other methods determined by the Personal Data Protection Board ("Board").

Within this framework, applications to be made in writing can be made by printing this form;

- By the Applicant's personal application,
- Through a notary,
- With registered electronic mail (KEP) address, secure electronic signature, mobile signature or
- The Applicant has previously notified us and is registered in our system.

It can be sent to us via e-mail from your e-mail address.

Below is the written application form regarding how written applications can be delivered to us.

Information is provided specific to the channels.

Application Method	Information to be Specified In Application Submission	Address to deliver your application to
Application in Person (Application The owner came personally identifying document apply with)	To be written on the envelope: "PersonalData Protection Law"Request for Information within the Scope".	Hocapaşa, Ebussuud Cd. No:18 Fatih/İstanbul
Notification via Notary	To be written on the envelope: "Personal Data Protection Law "Request for Information within the Scope".	Hocapaşa, Ebussuud Cd. No:18 Fatih/İstanbul
Application via Mobile Signature or E-mail [Previously reported to the data controller by the relevant person and registered electronic use postal address in the responsible person's system]	To be written in the subject line of the e-mail: "Protection of Personal Data "Act Information Request".	info@erboyhotel.com

Erboy Hotel Istanbul may request additional information and take the necessary precautions to verify the identity of the Applicant in applications made by e-mail by the Applicant.

Your applications submitted to us will be responded to in writing or electronically within thirty days from the date of notification or receipt of your request, depending on the nature of the request, in accordance with the second paragraph of Article 13 of the KVKK.

4. Your Identity and Contact Information

A. Applicant Contact Information

Name	
Surname	
ID card No and/or Passport No	
Telephone No:	
E-mail Address	
Residence or Business address	

B. Please indicate your relationship with Erboy Hotel Istanbul. (such as:visitor, customer, business partner, employee, employee candidate, former employee, third party company employee, shareholder)

<input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Business Partner <input type="checkbox"/> Employee <input type="checkbox"/> Employee Candidate <input type="checkbox"/> Previous Employee <input type="checkbox"/> Other
Your contact person at the company Department: Name, Surname:

5. Subject of Request

Please specify your request within the scope of KVKK in detail:



Application Owner
Name Surname:
Sign (If written application):