



## DATA SUBJECT (OWNER OF PERSONAL DATA) PERSONAL DATA PROTECTION APPLICATION FORM

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

You have the following rights as data subject, pursuant to Article 11 of the Law on Protection of Personal Data, No. 6698.

- To be informed whether your data has been processed,
- To request information if your personal data has been processed,
- To learn the purpose of any processing of your personal data and whether it is being used in compliance with that purpose,
- To be informed of any third persons in Turkey or overseas to whom the data is transferred,
- To request adjustment if personal data has been processed in incorrect or incomplete manner,
- To request deletion or elimination of your personal data within the scope of the conditions laid out in Article 7 of the Law,
- To request that third persons to whom data has been transferred be informed of the actions carried out as per Article 11, paragraphs "d" and "e"
- To object to a conclusion found against you as a result of the analysis and processing of your personal data exclusively through automated systems,
- To request compensation if you suffer any loss should your personal data be unlawfully processed.

You may exercise your rights with the following methods and procedures.

	METHOD	ADDRESS	INFORMATION
Written Application	In person with a document with wet signature, or through a notary public.	<b>, EDELSTAAL GROUP TURİZM YAT. VE İŞL. A.Ş. Nöbethane Cad. No. 10 Sirkeci /İSTANBUL</b>	The information and documents indicated in this form will be provided as required, and "Data Subject KVKK Application" will be written on the application envelope / notification.
Application via Registered Electronic Mail (KEP)	Via registered electronic mail (KEP)		The information and documents indicated in this form will be provided in the KEP message as required, and the subject will read "Data Subject KVKK Application".
Application via e-mail	Via e-mail with mobile signature / e-signature	<a href="mailto:account@orkaroyalhotel.com">account@orkaroyalhotel.com</a>	The information and documents indicated in this form will be provided in the e-mail message as required, and the email subject will read "Data Subject KVKK Application".

If you apply to us in accordance with the procedures and principles stated in this form, your requests will be met in the shortest possible duration and no later than 30 days, depending on their nature. However, if the procedure requires a separate cost, a fee may be charged as per the tariff set forth by Personal Data Protection Board.

Our responses will be sent to you in writing or electronically. As such, please indicate below your contact channel of choice and the relevant information.

	I want the answer to be sent to my address below.
Name	
Surname	
Turkish Citizenship ID	
Telephone	
Address	

	I want the answer to be sent to my KEP / email address below.
Name	
Surname	
Turkish Citizenship ID	
Telephone	
KEP Address / E-mail Address	

For the assessment of your application, please indicate your relationship with our company by providing the following information.

Nature of Relationship	<input type="radio"/> Client <input type="radio"/> Visitor <input type="radio"/> Business Partner <input type="radio"/> Dealer <input type="radio"/> Agency <input type="radio"/> Supplier <input type="radio"/> Ex-Employee <input type="radio"/> Job Applicant / Sent a résumé <input type="radio"/> Other .....
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Information (about the source of the relationship, unit you are in contact with, dates, duration of relationship, contracts, etc.)

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For the assessment of your application, please indicate in detail your request under the scope of your rights as per Article 11 of the Law on Protection of Personal Data no. 6698 as explained in the first section of this form

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Data Subject Filing the Application (Owner of Personal Data) Full Name:  
Date of Application:  
Signature:

## DISCLAIMER

The hereby application form has been designed in order to identify the nature of your relationship with the Company so as to evaluate and conclude your application, to respond to the requests in your application, to identify your personal data processed by the Company, and ultimately to reply to your application accurately and within the legal deadline. In the scope of this application, the Company reserves the right to request additional information and documents in order to verify your identity and authorization. The information and documents regarding your requests within your application should be submitted by the authorized person and be accurate and up-to-date. In the event that an unauthorized application is filed or the information provided is not accurate and up-to-date, the Company disclaims all liability and reserves the right to reject the application. The information and documents provided and communicated to us in this form will be processed by the Company, solely for the purposes of evaluating, answering and concluding the application made pursuant to Article 13 of the Law. This form and the information obtained within the scope of the application may be stored in written, audio, electronic or physical format. For purposes of the examination conducted in this context, the information may be shared with the Company and its affiliates, and with third persons and companies such as attorneys' offices, for concluding the application. You may exercise your rights stipulated in Article 11 of Law No. 6698 in line with the procedures and conditions set out in this form.

**Data Supervisor:** , EDELSTAAL GROUP TURİZM YAT. VE İŞL. A.Ş. Nöbethane Cad. No. 10 Sirkeci

/İSTANBUL

**Contact E-mail:** [account@orkaroyalhotel.com](mailto:account@orkaroyalhotel.com)