

# **APPLICATION FORM TO THE DATA CONTROLLER**

## **1. General Explanations**

The relevant persons (“Applicants”) who are defined as the data subject in the Law No. 6698 on the Protection of Personal Data (“GDPR”) are entitled to make certain requests regarding the processing of their personal data pursuant to Article 11 of the GDPR.

The application form has been prepared in order to determine your relationship with You Otelcilik Turizm Anonim Sirketi and to determine your personal data processed by You Otelcilik Turizm Anonim Sirketi, if any, and to respond to your application accurately and within the legal period. In order to ensure the security of your personal data and to prevent unlawful data transfer, additional information may be requested by You Otelcilik Turizm Anonim Sirketi for identification and verification of authorization. In the event that the information provided by the Applicant is not accurate and/or up-to-date or the requests are unauthorized, the Applicant shall be responsible for this matter.

Pursuant to Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller, no fee is charged for written responses to the Applicant's application up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page over ten pages. In the event that the response to the application is provided in a recording medium such as CD, flash memory, etc., a fee may be charged up to the cost of the recording medium.

## **2. Scope of the Right to Apply under Article 11 of the GDPR**

The Applicant may apply to You Otelcilik Turizm Anonim Sirketi and make a request on the following issues:

- 1) to learn whether his/her personal data are processed or not,
- 2) to demand for information as to if his/her personal data have been processed,
- 3) to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
- 4) to know the third parties to whom his personal data are transferred in country or abroad,
- 5) to request rectification of personal data in case of incomplete or incorrect processing and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- 6) to request the deletion, destruction or anonymization of personal data in the event that the reasons requiring the processing of the data disappear, although it has been processed in accordance with the provisions of the GDPR and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom personal data is transferred,
- 7) to object to the occurrence of a result against the person himself/herself by analysing the data processed solely through automated systems,
- 8) to claim compensation for the damage arising from the unlawful processing of his/her personal data.

### 3. Application Method

Pursuant to the first paragraph of Article 13 of the GDPR, the applications to be made regarding rights mentioned above must be submitted to us in writing and signed or by other methods determined by the Personal Data Protection Board ("Board").

In this context, applications to be made in writing may be submitted to us as follows after this form is printed out and filled in:

- Submission of the form by the Applicant in hand
- Through a notary public,
- By e-mail sent by the Applicant from the e-mail address previously notified to us and registered in our system

Please find below information on the channels of written applications regarding how the written applications will be delivered to us.

<b>Application Method</b>	<b>Information to be specified in the applications</b>	<b>Application Address</b>
In Personal Applications (the applicant must apply with a document identifying the applicant))	The following statement will be placed on the envelope: "Information Request under the Law on the Protection of Personal Data"	Akar Kuyu Caddesi No:2 Kadriye Mh. Antalya
Delivery through a notary public	The following statement will be placed on the envelope: "Information Request under the Law on the Protection of Personal Data"	Akar Kuyu Caddesi No:2 Kadriye Mh. Antalya
Application via Mobile Signature or E-mail (Application by using the e-mail address previously notified to the data controller by the data subject and registered in the system of the data controller)	The following statement will be placed in the subject section of the E-mail: "Information Request under the Law on the Protection of Personal Data"	kvkk@thexbelek.com

You Otelcilik Turizm Anonim Sirketi may request additional information and take necessary measures to verify the identity of the Applicant in applications to be made by the Applicant via e-mail.

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

#### 4. Your Identity and Contact Information

##### A. Applicant's Contact Information

<b>Name</b>	
<b>Surname</b>	
<b>T.R. Identity No. / Passport No (for foreigners)</b>	
<b>Telephone</b>	
<b>E-Mail</b>	
<b>Residence or Workplace Address</b>	

**B. Please indicate your relationship with You Otelcilik Turizm Anonim Sirketi** (Visitor, Customer, Business partner, Employee, Job Candidate, Former Employee, Third Party Company Employee, Shareholder, etc.)

<input type="checkbox"/> Visitor <input type="checkbox"/> Customer <input type="checkbox"/> Business Partner	<input type="checkbox"/> Employee <input type="checkbox"/> Job Candidate <input type="checkbox"/> Former Employee <input type="checkbox"/> Other :.....
Whom are you in contact with in the company? Unit:..... Subject:..... ... .....	

## **5. Subject of Request**

**Please specify your request under GDPR in detail:**

**Applicant's  
Name & Surname:  
Signature (for written applications):**