

# APPLICATION FORM AS PER LAW ON PERSONAL DATA PROTECTION

## I. GENERAL DESCRIPTION

Personal data owners (hereinafter referred to as "data owners") who are defined as the relevant persons in Law on Personal Data Protection no. 6698 ("Law") are entitled to certain rights regarding the processing of their personal data in the article 11 of the Law.

Pursuant to 1st paragraph of article 13 of the Law; the applications regarding these rights must be made in written or through other means determined by the Board of Personal Data Protection ("Board") to be submitted to our Company that is responsible for the data. Within this framework, the applications to be made "in written" to our Company must be sent with registered letter with return receipt using this form.

Application Method1	Address of Application	Information to be included	Information to be included
Registered Letter with Return Receipt	Arcanus Side Resort Hotel Satış ve Pazarlama Ofisi Sorgun Mevkii Manavgat – Antalya - TURKEY	"Information Request as per Law on Personal Data Protection" to be written on the envelope.	Photocopy of identify card (or photocopy of the passport )

\* Application method has been determined as "written" as per 1st paragraph of article 13 of the Law. If the Board determines other procedures and methods, these shall be announced again by Arcanus Side Resort Hotel. Your applications that are submitted to us shall be replied "within the shortest time possible and within thirty days at the latest" following the delivery according to the nature of the request as per the 2nd paragraph of article 13 of the Law. Replies shall be sent to you according to the procedure determined by the Board. It's required that the information and documents requested on the form must be completely and accurately provided to meet your demand precisely.

## II. NECESSARY INFORMATION AND DOCUMENTS

Fill out the following fields completely

Name-Surname :

T.R. Identity No :

Relation with our Company :

Customer: Business Partner: Visitor: Other Address:

Adres :

Mobile Phone :

Electronic Mail Address :

Was your relationship with our company terminated? :

## III. BAŞVURU SAHİBİNİN TALEPLERİ

Your rights to request from our company that is responsible for the data are hereby given pursuant to the article 11 of Law on Personal Data Protection. The rights you request shall be evaluated within our company and replies shall be submitted to you as per 3rd paragraph of article 13 of the Law..

Subject of the Request	Legal Basis	Your Request

	I want to be informed whether my personal data are processed or not by your company	Art. 11/1 (c) of Law on Personal Data Protection	
	I request information on the data processing activities if my personal data are processed by the company	Art. 11/1 (b) of Law on Personal Data Protection	
	I want to learn the purpose of processing the personal data and whether the data are used for the corresponding purposes,	Art. 11/1 (c) of Law on Personal Data Protection	
	I want to get information on the third parties to whom the personal data are transferred in the country and abroad,	Art. 11/1 (g) of Law on Personal Data Protection	
	In case the personal data are processed incompletely or inaccurately, I want to request the correction,	Art. 11/1 (d) of Law on Personal Data Protection	
	Although my personal data has been processed in compliance with the Law and the relevant provisions, I think those grounds no longer exist and thus I hereby request that the following are carried out regarding my personal data.	Art. 11/1 (e) of Law on Personal Data Protection	A- Deletion B- Anonymizati on
	I want my personal data that I think are incompletely and inaccurately processed (Request No. 5) will be also corrected in the presence of third parties to whom they are transferred.	Art. 11/1 (f) of Law on Personal Data Protection	
	Although my personal data have been processed in compliance with the Law and other relevant provisions, I think those grounds no longer exist (Request no. 6) and thus I also request that ...*** in the presence of third parties to whom my personal data are transferred.	Art. 11/1 (f) of Law on Personal Data Protection	A- Deletion B- Anonymizati on
	To appeal to the negative results against himself/herself arising from the analysis of the data processed exclusively through the automatic systems, I think my personal data have been analyzed by your company exclusively by automatic systems and it results in a result against me. I appeal to this result.	Art. 11/1 (g) of Law on Personal Data Protection	
	I suffered a loss due to the processing of my personal data contrary to the Law. I request indemnification of this loss.****	Art. 11/1 (h) of Law on Personal Data Protection	

\*\*\* Enter your additional remarks.

\*\*\*\*Provide the information, document and evidences to prove your loss

#### IV. DECLARATION OF THE APPLICANT

I kindly request that my application to your company is evaluated and information is provided to me in line with the above-mentioned requests.

I hereby declare and undertake that the documents and information I provide in this application are correct and accurate and belong to me. I hereby give my permission that the information and document I provide in the application form will be processed by Arcanus Side

Resort Hotel limited to the purposes of evaluating and replying the application, delivering the application to me and determining my identity and address.

I kindly request that the reply letter is sent to my address given in the Application Form.

I kindly request that the reply letter is sent to my electronic mail address given in the Application Form.

Applied by (Personal Data Owner)

Name-Surname:

Date of Application:

Signature:

**IMPORTANT: Applications must belong to the persons themselves. No application shall be made on behalf of the spouse, relative, children etc. In case Arcanus Side Resort Hotel becomes suspicious of the identity of the applicant, it may request confirmation details from the relevant person.**