**SAHMER OTELCILIK TURIZM GIDA SANAYI VE TICARET A.S.**

**DATA OWNER APPLICATION FORM**

1. **General information about your right to make an application**

Pursuant to Article 11 of Law No. 6698 on the Protection of Personal Data **(“Law No. 6698”)** of Republic of Turkey, you, as the data owner, may make the following requests by making an application to SAHMER OTELCILIK TURIZM GIDA SANAYI AND TICARET A.S.:

1. Obtaining information about whether your personal data have been processed,
2. Requesting information, if your personal data have already been processed,
3. Obtaining information for what purpose your personal data is processed and whether they are used for their intended purpose,
4. Obtaining information about third parties to whom your personal data have been transferred domestically and internationally,
5. If your personal data are incomplete or incorrectly processed, requesting us to make appropriate correction on them and to inform the third parties to whom the personal data are transferred of this correction,
6. Requesting the deletion, destruction or anonymization of your personal data in the event that the reasons that require processing are eliminated, although they have been processed in accordance with the provisions of Law No. 6698 and other related laws, and requesting us to notify about this the third parties to whom the personal data has been transferred,
7. Making an objection to the occurrence of a result against you by analyzing your processed data exclusively through automated systems,
8. Making a claim for the compensation of damages arising from illegal processing of your personal data.

Based on Article 13 of Law No. 6698, our company will finalize your application as soon as possible, no later than thirty (30) days, according to the nature of the request.

1. **Application Method**

In accordance with Article 13 of the Law No. 6698 and Article 5 of the Communiqué on the Principles and Procedures of Making an Application to the Data Officer, you may submit your requests under your rights mentioned above in writing, by resorting to our institution or by using your e-mail address that you have previously notified to our Company and is registered in our system.

The following explanations regarding the written application channels should be observed during the application by the Data Owner.

|  |  |  |  |
| --- | --- | --- | --- |
| **APPLICATION METHOD** | **Application in Writing** | **By E-mail**  | **Submitting Application By Hand** |
| **APPLICATION ADDRESS** | Kazim Yesil Caddesi Sahinn Paradise Tatil Koyu Mavikent Kumluca Antalya / Turkey | kvkk@sahinnparadise.com | Kazim Yesil Caddesi Sahinn Paradise Tatil Koyu Mavikent Kumluca Antalya / Turkey |
| **INFORMATION TO BE SHARED DURING APPLICATION** |  “The Information Request within the scope of the Law on Protection of Personal Data” shall be written on the envelope/notification. Official documents that allow us to identify you (e.g. identity card, driver's license, passport, etc.) | “The Information Request within the scope of the Law on Protection of Personal Data” shall be written in the subject part of the e-mail.Official documents that allow us to identify you (e.g. identity card, driver's license, passport, etc.) | You can deliver the form by hand by visiting our company and filling out the form in the security office of our company.Official documents that allow us to identify you (e.g. identity card, driver's license, passport, etc.) |

1. **Your Identity and Contact Information**

Please fill in the following fields so that we can contact you and verify your identity.

|  |  |  |
| --- | --- | --- |
| Name, Surname | : |  |
| T.R. Identity Number / Passport Number or Identity Number for Other Country Citizens | : |  |
| Registered ResidenceResidential/Business Address | : |  |
| Mobile Phone Number | : |  |
| Telephone Number | : |  |
|  |  |  |
| Fax Number | : |  |
| E-Mail Address  | : |  |
| Your Relationship with our Company | : | Guest |  | Partner |  |
| Visitor |  | Other |  |
| Staff |  |  |  |

1. **Subject of Request**

|  |
| --- |
| We kindly request that you clearly state your request for your personal data below. Information and documents regarding the subject should be attached to the application. |
|  |

|  |  |  |
| --- | --- | --- |
|  | **Subject** | **Preference** |
| **1** | Are my personal data processed at your company? |  |
| **2** | If my personal data are processed by your company, I request information about the processing activity.  |  |
| **3** | If my personal data are processed by your company, I request information about the purpose of the personal data processing activity and whether they are used for their intended purpose. |  |
| **4** | Are my personal data transferred to third parties domestically or internationally? If my personal data are transferred, I request information about the relevant third parties. |  |
| **5** | I believe that my personal data are incomplete or incorrectly processed by your Company and I request you to correct them.**The following information and documents should be sent to our Company upon request:*** **The content of your personal data that you think they are incomplete or incorrect and you want to correct.**
* **Documents showing correct and complementary information regarding your personal data.**
 |  |
| **6** | I think the reasons for the processing of my personal data have disappeared, so I request you to delete **or** anonymise my personal data.**Upon request, explanatory information / documents indicating why you think the reasons for the processing of your personal data do not exist any more should be submitted to our Company.** |  |
| **7** | If my personal data are incomplete or incorrectly processed by your company, I request you to notify of that third parties to whom my personal data are transferred.**The following information and documents should be sent to our Company upon request:*** **The content of your personal data that you think they are incomplete or incorrect and you want to correct.**
* **Documents showing correct and complementary information regarding your personal data.**
 |  |
| **8** | If the reasons for the processing of my personal data have disappeared, I request you to notify of that the third parties to whom my personal data have been transferred.**Upon request, explanatory information / documents indicating why you think the reasons for the processing of your personal data do not exist any more should be submitted to our Company.** |  |
| **9** | I object to any unfavourable result that occurs as a consequence of the analysis of my personal data processed by your company exclusively through automated systems and affects me directly.**Upon request, the information / document explaining the result occurring against you should be sent to our Company.** |  |
| **10** | I request you to compensate any damages incurred by me due to unlawful processing of my personal data.**Upon request, the information / document explaining the damage incurred by you should be submitted to our Company.** |  |

With regard to the requests mentioned above, I request you to evaluate my application in accordance with Article 13 of Law No. 6698 and inform me about it.

I hereby declare and undertake that the information and documents I have provided to you in this application are correct and up-to-date, that I am informed about that your Company may request additional information in order to finalize my application and that I may be required to pay the fee determined by the Board as may be required.

I request you to send the reply to my postal address I provided in the Section 2.

I request you to send the reply to my e-mail address I provided in the Section 2.

**Applicant’s (Data Owner’s) Personal Data:**

**Name, Surname :**

**Application Date :**

**Signature :**