

1. GENERAL

This Application Form has been prepared by Batu İst İnşaat Turizm Dış Ticaret Anonim Şirketi (hereinafter called as “Ramada Hotel” or “the Company”) acting in the capacity of data supervisor in order to swiftly, effectively and inclusively evaluate and conclude the applications to be made by you and data owners under the Articles 11 and 13 of Law on Personal Data Protection (“KVKK”) no. 6698.

2. APPLICATION CHANNEL

You can data owners can submit your demands and requests regarding the implementation of KVKK in writing by filling this form or via other methods to be determined by the Board to our Company acting in the capacity of data supervisor under the Articles 11 and 13 of KVKK.

	METHOD / PROCEDURE	ADDRESS	DESCRIPTION
Written Application	Personally with wet signature or via Notary Public Channel	Sütlüce Mahallesi İmrahor Caddesi No: 12 Beyoğlu, İstanbul- Turkey	The relevant information and documents included in this form shall be specified and “KVKK Relevant Person Application” expression shall be written on the application form envelope/notice.
Application by Registered Electronic Mail (KEP)	Registered Electronic Mail (KEP) address can be used.	batuistinsaat@hs02.kep.tr	The relevant information and documents included in this form shall be specified within the content of KEP text and “KVKK Relevant Person Application” expression shall be written in the subject field.
Application by Electronic Mail (E-mail)	It can be realized by e-mail created to include mobile signature / e-signature.	info@ramadagoldenhorn.com	The relevant information and documents included in this form shall be specified within the content of E-mail text and “KVKK Relevant Person Application” expression shall be written in the subject field.

3. INFORMATION REGARDING DATA OWNER

We kindly request you to fill the following information fully and completely so that we can know you and carry out the necessary research, evaluation and conclusions by Ramada Hotel regarding your application under the relevant article of KVKK.

Name and Surname*	
TR. Identity No.*	
Address*	
Phone No.*	
E-mail address*	
Fax No (Optional):	

* Fields required to be filled in.

Your aforementioned personal data are collected in order to evaluate and conclude this form and get in contact with you; and they are not subject to data processing procedure for other purposes.

Please mark the option which is suitable for your relationship with Ramada Hotel and indicate whether the said relationship is still existing or not.

Customer

Employee Candidate

Business Partner

Employee

Visitor

Other (_____)

4. DATA OWNER DEMANDS

Please mark the box on the list for the situation/situations about which you would like to be informed within the scope of Articles 11 and 13 of KVKK as Data Owner.

YOUR REQUEST	NECESSARY INFORMATION/DOCUMENT	YOUR CHOISE
<p>1. I would like to learn if my personal data has been processed by Ramada Hotel.</p>	<p>If you want to be informed about a specific data type Please specify</p>	
<p>2. I would like to learn for what purposes my personal data has been processed by Ramada Hotel</p>	<p>If you want to be informed about a specific data type Please specify</p>	

<p>3. I would like to learn whether my personal data has been used in line with the specified purposes.</p> <p>.</p>	<p>If you want to be informed about a specific data type Please specify</p> <p>.....</p> <p>.....</p>	
<p>4. If my personal data has been transferred to any national or international third parties, I would like to learn those third parties</p> <p>.</p>	<p>If you want to be informed about a specific data type Please specify</p> <p>.....</p> <p>.....</p>	
<p>5. I think my personal data has been processed has been processed incorrectly or incompletely and I would like them to be corrected.</p>	<p>Please specify the data which you think that has been processed incorrectly or incompletely; and how they should be.</p> <p>.....</p> <p>.....</p>	
<p>6. I would like my personal data which I think that they have been processed incorrectly or incompletely to be corrected for the third parties that they have been transferred.</p>	<p>Please specify the data which you think that has been processed incorrectly or incompletely and how they should be.</p> <p>.....</p> <p>.....</p>	
<p>7. I would like my personal data to be deleted or destroyed since the reason of processing has no longer been valid/present. my personal data</p>	<p>Please indicate the data which is the subject of your</p> <p>.....</p> <p>.....</p>	
<p>8. I would like my personal data to be deleted/destroyed for the third parties which they have been transferred since the reason of processing has been no longer valid/present.</p>	<p>If your request is only for a part of your personal data, please specify which data they are and the reason of your request with supporting information and document. Please include the supporting information and documents in the Annex of this Application</p> <p>.....</p>	

¹ In accordance with Article 7/3 of the KVKK, the procedures and principles to be stipulated by the regulation to be issued are reserved. ⁴ In accordance with Article 7/3 of the KVKK, the procedures and principles to be stipulated by the regulation to be issued are reserved.

<p>9. I think my personal data processed by Ramada Hotel are analysed by exclusive automatic systems and such analyses bear outcomes against me. I object to that outcome.</p>	<p>Please indicate the reason of your request and the result of information-requestion application. Please include the supporting information and documents in the Annex of this Form.</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>10. I would like to be compensated because of the damage and loss I am exposed to since my personal data has been processed against the laws.</p>	<p>Please indicate the reson of your request and the damage you think you have been exposed to. Please include the supporting information and documents (resolutions of Personal Data Protection Board or those of court) in the Annex of this Form.</p> <p>.....</p> <p>.....</p> <p>.....</p>	

In the applications to be made by 3rd parties on behalf of the data owner, the power of attorney approved by Notary public along with this form; and in the applications to be made on behalf of child/children under custod/guardianship, a copy of documents attesting to the custody / guardianship relationship should be submitted to us.

Ramada Hotel might get in contact with you to confirm that you are the data owner and may request some information and documents from you in this regard within seven (7) days following the date when your information-requesting application has been received by Ramada Hotel in order to ensure the safety of your personal data. In this context, the information and documents you have provided to us shall be destroyed promptly after confirming that you are the data owner.⁵

In case of any incompleteness in the requested information and documents, the information and documents should be completed and submitted to us upon our request. The thirty (30) day-period stipulated in the Article 13/2 of KVKK regarding the finalization of the request shall be suspended until the information and documents are provided to us fully and completely.

⁵ In accordance with Article 7/3 of the KVKK, the procedures and principles to be stipulated by the regulation to be issued are reserved.

5. CONCLUDING THE REQUEST OF DATA OWNER

Your request shall be answered within the shortest time period and maximum thirty (30) days following the date it has been received based on its nature, according to KVKK. Our answers and evaluations shall be submitted in writing or in electronic media under the Article 13 of KVKK according to your choice in this application form. If you have any preference to be contacted via mail, electronic mail or fax for the result of the application, please specify below:

I would like the result of my application to be sent to my e-mail address.	
I would like the result of my application to be sent by post.	
I would like the result of my application to be sent by fax.	

By Your requests shall be concluded by Ramada Hotel free of charge, and if the reply process bears any cost, a fee may be charged at the amounts determined within the framework of the relevant legislation.

6. DATA OWNER STATEMENT

I would like the information-requestion application that I have made under KVKK to be evaluated and concluded within the frameworks of request/requests I have specified above; and I accept, declare and undertake that information and documents I have provided in this application form are correct, updated and belong to me.

Data Owner	
Name and Surname	
Date of Application	
Signature:	