

## RAMADA HOTEL

### ENLIGHTENMENT TEXT UNDER THE LAW ON PERSONAL DATA PROTECTION NO. 6698

As **Batu İst İnşaat Turizm Dış Ticaret Anonim Şirketi** (hereinafter called as “Ramada Hotel” or “the Company”) acting in the capacity of Data Supervisor, we would like to inform you under the Article 10 titled as “Enlightenment Liability of Data Supervisor” of the Law on Personal Data Protection no. 6698 (hereinafter called as “KVKK”) published on the Official Gazette dated 7 April 2016 and numbered 29677, in order to protect the fundamental rights and freedoms of individuals, especially the privacy of private life, and to determine the obligations of natural and legal persons who process personal data in the processing of personal data. Ramada Hotel attaches maximum sensitivity for the protection of your personal data. With this awareness, we process the personal data of the data owners in the way explained below and within the framework allowed by the legislations.

#### 1- About the Data Supervisor

As Ramada Hotel acting in the capacity of Data Supervisor under KVKK, we might process, record, reserve, classify, update and disclose/transfer your personal data to the 3rd parties or abroad to the extent allowed by the legislation and / or as limited to the purposes of processing, within the scope of the purposes explained below and in compliance with the laws and honesty principles.

#### 2- Collecting and Processing Your Personal Data, Purposes to Process

Your personal data might be collected by automatic or non-automatic methods, through all contracts / information forms and other documents regarding transactions issued with your approval and / or signature, by the company units and departments, website, social media channels, mobile applications and similar means verbally, in written or electronically depending on the service provided by and commercial activities of our Company. Your verbal, written or electronic personal data are collected and processed because of the regulations of the Tourism and Revenue Administration and other related institutions and the contracts we have concluded Your personal data shall be used for our company to provide and increase the quality of the services related to its activity fields, carry out the sales, marketing and other company activities, and to comply with the liabilities of keeping, reporting and sharing information. Your personal data collected might be processed for the following purposes by Ramada Hotel within the scope of terms and purposes of Personal Data Processing specified in the Articles 5 and 6 of KVKK and in compliance with the basic principles stipulated by KVKK.

- To implement the activities in accordance with the legislation, complying with the liability of keeping, reporting and sharing information stipulated by the legislation and relevant authorities,
- To ensure that legal obligations are fulfilled as required or required by legal regulations,
- To plan and implement the activities and operation processes,
- To plan and execute the service and after-sales support services, customer satisfaction, corporate communication activities, customer relations and management of customer demands and complaints,
- To plan, audit and implement the corporate sustainability, corporate management, strategic planning and information security processes,
- To plan and implement the sales, marketing and promotion processes of products and services, to carry out market research, determination and privatization of taste usage and service understanding,
- To conduct the membership processes through social networks,
- To carry out and execute Call center processes,

- To carry out the works conducted with business partners and suppliers and manage the relations,
- To carry out the Financial and Accounting Works,
- To carry out the insurance processes,
- To follow and carry out the legal works,
- To ensure the physical environment security and safety of our company
- To ensure the legal and commercial security and safety of our company and those who are in business relations with our company,
- To specify and carry out the our company's commercial and business strategies,
- To implement the company's Human Resources Policies,
- To plan and carry out the recruitment and termination processes of the company employees, managing human resources and personnel processes,
- To evaluate the job applications,
- To plan and carry out the sub-employer personnel, extra personnel, foreign personnel processes,
- To carry out the occupational health and safety processes,
- To meet the demands such as transfer, welcoming, sending the forgotten goods, etc.
- To create and track Visitor Records,
- To carry out storage and archive activities,

Detailed information regarding the purposes of processing your personal data by Ramada Hotel is included in the Personal Data Processing and Protection Policy.

### **3- The Parties and Purposes to Transfer the Personal Data Processed**

Your personal data collected by Ramada Hotel might be transferred to the 3rd parties and institutions within the scope of Personal Data Processing terms specified in Articles 5 and 6 of KVKK no. 6698 and as limited to the purposes specified in this document, in compliance with the Articles 8 and 9 of KVKK. Detailed information regarding the purposes of processing your personal data by the company can be accessed in the Personal Data Processing and Protection Policy.

Data Transfer to Abroad: Your personal data might be transferred to persons and organizations residing in countries after being declared to be foreign countries with sufficient protection to be determined by the Personal Data Protection Board ("Board") by obtaining explicit consent in line with the principles stipulated in the Article 4(2) of KVKK Law, or without obtaining explicit consent in case of the presence of situations specified in the Article 5(2) and 6(3) and under the provisions of Article 9, and for the countries being declared to be foreign countries without sufficient protection to be determined and announced by the Personal Data Protection Board, as limited to the situations undertaken to provide sufficient protection by data supervisors in Turkey and the concerning foreign country in writing and if obtained the consent of the Board for the related transfer.

### **4- What is the Method and Legal Reason to Collect Your Personal Data?**

Your personal data might be collected verbally, in written or electronic media via automatic or non-automatic methods in order to fulfill the legal obligations specified in Article 5 and 6 of KVKK based on the provisions of laws, signature of the contract and legal reasons of legitimate interests of the data supervisor. In this scope, your personal data is processed in person or by non-automatic methods by phone call or face-to-face communication, online booking through our website, online sales platforms,

agencies, group companies, camera systems only in common areas and internal telephone switchboard system.

#### **5- What Are Your Rights Stipulated in Article 11 of KVKK as Data Owner?**

The rights of the natural persons whose personal data has been processed are as follows under the Article 11 of KVKK:

- To learn whether your personal data has been processed or not,
- To request information regarding the personal data if processed,
- To learn about the purpose of processing personal data and if they have been used in compliance with the purpose or not,
- To know the third parties to whom personal data are transferred in national and international scale,
- In case of incomplete or improper processing of personal data, to request such personal data to be revised and to request the third parties with whom such personal data has been shared to be notified about the operation,
- To demand your personal data to be deleted or eliminated and to demand the third persons for whom such personal data has been transferred to be notified about the situation if the reasons to process the personal data disappear even though they have been processed in compliance with the provisions of KVKK and the provisions of other regulations.
- To make objection for any result against the data owner by analyzing the processed personal data by exclusively automatic systems,
- In case of experiencing any damage because of illegal processing of personal data, to request to be compensated,

You can submit your application regarding your rights specified above together with your request containing the necessary information identifying your identity and your request about your right to exercise the rights specified in Article 11 of the KVK Law by filling the Data Owner Application Form and delivering a signed copy of the Form to the address of **Batu İst İnşaat Turizm Dış Ticaret Anonim Şirketi, Sütlüce Mahallesi İmrahor Caddesi No: 12 Beyoğlu İstanbul-Turkey** by hand personally, or via Notary Public or other methods specified in KVKK, or submit the said Form as electronically signed to the website of [info@ramadagoldenhorn.com](mailto:info@ramadagoldenhorn.com). Your request shall be concluded free of charge within the shortest time period and maximum 30 days depending on the nature of the request. However, if the operation bears an extra cost, the fee tariff specified by the Personal Data Protection Committee shall be required. Applications should be made in Turkish. It is mandatory to include name, surname and signature of the applicant in writing, for the citizens of the Republic of Turkey, identification number, and for foreigners, the nationality, passport number / identity number, and place of residence or workplace address for notification, e-mail address, telephone or fax number, and the subject of the request, if any. In the application containing the explanations regarding the right that the personal data owner has and would like to exercise, it is necessary that the explanation of request should be explicit and understandable, should be the person of the subject of the request, or if acting on behalf of someone else, should be authorized and provide the proving document of the authorization, and the application should include the identity number and address details and identity-identifying documents.

We notify in the capacity of “Data Supervisor” within the scope of KVKK. Best regards,

Data Supervisor: Batu İst İnşaat Turizm Dış Ticaret Anonim Şirketi

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