

Holiday Inn Istanbul City
Turgut Özal Cad. 189 (Millet Cad.) Topkapı
34280 İstanbul – Turkey
T: +90 (212) 530 99 00 | F: +90 (212) 530 99 24
E: info@hiistanbulcity.com.tr
www.hiistanbulcity.com.tr



HOLIDAY INN ISTANBUL CITY (OLCAY TURİZM VE TİCARET A.Ş.)

PERSONAL DATA OWNER APPLICATION FORM UNDER THE LAW ON PROTECTION OF PERSONAL DATA No. 6698

Right to apply to the Data Supervisor (HOLIDAY INN ISTANBUL CITY (OLCAY TURİZM VE TİCARET A.Ş.)) is provided to the personal data owners, who are defined as "relevant persons" ("Data Owner") under the Law on Protection of Personal Data no 6698 ("LPPD"), related to the rights stated in article 11 of the LPPD related to the process of personal data. The applications related to these rights shall be forwarded to our company in writing or in electronic medium as per paragraph 1 of article 13 of LPPD and the Communiqué on Rules and Procedures of Data Supervisor Application and under the methods stated below.

1. APPLICATION METHODS:

Within the scope of Law on Protection of Personal Data, in the applications to be made to HOLIDAY INN ISTANBUL CITY (OLCAY TURİZM VE TİCARET A.Ş.), it is mandatory for the name, surname and signature, in case the application is in writing, T.R ID no for Turkish nationals, Passport number for aliens, if exists, e-mail address for notification, phone and fax number and the information related to the application of the data owner to be present as per article 5/2 of Communiqué on Rules and Procedures of Data Supervisor Application which was published on the Official Gazette dated 10.03.2018 and numbered 30356 and entered into force on the same date.

2. APPLICATION CHANNELS:

Written Applications:

Written applications to be made to HOLIDAY INN İSTANBUL CİTY (OLCAY TURİZM VE TİCARET A.Ş.) may be performed with a signed original copy of the fully filled "Data Owner Application Form" on www.hiistanbulcity.com.tr submitted to

- 'Turgut Ozal Millet cad. No:189 Topkapı/Fatih/İSTANBUL address personally with a document showing your identity or as a representative with a power of attorney showing that you have the power to apply with regards to rights listed in article 11 and that is approved by the notary public or through notary or return receipt mail to the address of the company at Turgut Ozal Millet cad. No:189 Topkapı/Fatih/İSTANBUL address.

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Electronic Applications:

In electronic applications to be made to HOLIDAY INN İSTANBUL CİTY (OLCAY TURİM VE TİCARET A.Ş.), you may send this "Application Form" consisting of the information stated above and that is fully completed

- to info@hiistanbulcity.com.tr address as e-mail by signing with an electronic or mobile signature having the certificate of "secure electronic signature" as defined under Electronic Signature Law no 5070, or
- to olcayturizm@hs04.kep.tr KEP address from your Registered Electronic Mail (KEP) wit secure electronic signature.

Depending on the nature of your request, the applications submitted to us may be replied in writing or electronically "as soon as possible and within thirty days" from the date your request is received by our company. In the responses to your application, no fee shall be taken up to ten pages and 1,00 Turkish Lira per page shall be taken for each page above ten pages as per article 7 of Communiqué on Rules and Procedures on Data Supervisor Application.

In the event that any deficiencies are detected by our company regarding your application, if your deficiency is not remedied by you within seven (7) days after notification of this deficiency, your request will be suspended by our company until the deficiency is resolved.

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3. INFORMATION ABOUT THE APPLICANT

Name :

Surname :

T.R. ID No :

Passport No.....:

E-mail address :

(We may respond you faster in case you give this information.)

Address :

Cell Phones :

Fax :

Please indicate your relationship with our Company.



<input type="checkbox"/> Employee Candidate <input type="checkbox"/> Intern Candidate <input type="checkbox"/> Intern <input type="checkbox"/> Employee <input type="checkbox"/> Potential Customer <input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input type="checkbox"/> Ex-employee Please indicate the year and position you worked: <input type="checkbox"/> Hotel Guest <input type="checkbox"/> Guest of the Hotel Guest	<input type="checkbox"/> Employee candidate / Intern Candidate Employment/ Internship application Please indicate the application date and the applied position: <input type="checkbox"/> Third party employees Please indicate the firm and position you worked: <input type="checkbox"/> Other (supplier) Please specify company name: <input type="checkbox"/> Other
Company / Unit / Person you interviewed within our company: Subject:	

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Please describe your request under the Law in detail:

Request No	Subject of the Request	Your choice (please fill in)
1	I want to know whether your company processes personal data about me. (LPPD Art.11 / 1-a)	
2	I request information on the data process activities if your Company processes personal data about me. (LPPD Art.11 / 1-b)	
3	In case your Company processes personal data about me, I wish to learn the purpose of processing and whether they are used in accordance with the purpose of processing. (LPPD Art.11 / 1-c)	
4	In case my personal data are transferred to domestic or foreign third persons, I wish to know the third persons to whom they are transferred. (LPPD Art.11 / 1-d)	
5	I believe that my personal data are processed incompletely or inaccurately and I request that these are fixed. (LPPD Art.11 / 1-d) Write the personal data you want to correct in the "Your choice" field and send the supporting documents as an attachment.	Data to be corrected;
6	I believe the reasons requiring my personal data to be processed are eliminated and, within this scope, I request that my personal data are; a) deleted. b) destroyed. (LPPD Art.11 / 1-e)	<i>Write your preference in writing.</i>
7	I want the processes performed with regards to my request that my personal data, which I believe are deficiently and wrongly processed are a) corrected, b) deleted, c) destroyed are informed to the third parties to which my personal data are transferred. (LPPD Art.11 / 1-f)	<i>Write your preference in writing.</i>
8	I believe that my personal data, which are processed by your Company, are exclusively analysed via automated systems and that there a result which is detrimental to me arose as a result of this analysis. I object to this result. Please write the analysis results which you believe are detrimental to you in the "Your Preference" area and send the documents supporting your objection as annex. (LPPD Art.11 / 1-g)	Data Resulting from Analysis;
9	I have suffered damage due to the unlawful processing of my personal data. I demand compensation for this damage. (LPPD Art.11 / 1-ğ) Please write the matter in violation with the Law to "Your Preference" area and send the supporting documents as annex. (Such as Court Decision, Board Decision, documents showing the amount of the Material damage)	Unlawfully Processed Data;

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Please choose the method of communication for response:

- I want it sent to my address.
- I want it sent to my email or KEP address.
(We will be able to respond faster if you choose the e-mail method.)
- I want to receive it in person
(In case of delivery by proxy, there must be a notarized power of attorney.)

This "Application Form" was issued for identifying your relation with HOLIDAY INN İSTANBUL CİTY (OLCAY TURİM VE TİCARET A.Ş.), and if there is any relation, to fully identify your personal data processed by our company and to respond to your relevant application correctly and within the legal period. For the purpose of preventing legal risks that may arise from unlawful and unjust data disclosure and ensuring the security of especially your personal data and performing a healthy examination with regards to your request, HOLIDAY INN İSTANBUL CİTY (OLCAY TURİM VE TİCARET A.Ş.) reserves the right to request additional documents related to identity and/or authority determination with regards to your application or directly related to your applications. In case the information related to you application that you forward to HOLIDAY INN İSTANBUL CİTY (OLCAY TURİM VE TİCARET A.Ş.) are inaccurate and out of date or in case of an unauthorized application to our company, our group does not accept any liability arising from the said inaccurate information or unauthorized application.

In line with the requests I stated above, I request that the application I made to HOLIDAY INN İSTANBUL CİTY (OLCAY TURİM VE TİCARET A.Ş.) is examined under article 13 of the Law and that I am informed.

Applicant (Personal Data Owner)

Name, Surname :

Date of Application:

Signature :