



**MELİSSA APART TUR. İNŞ. TAAH. VE TİC. LTD. ŞTİ
(HOTEL GOLDENDAY WINGS)
APPLICATION FORM**

Overview

Within the scope of the Article 11 of the Law Nr 6698 On The Protection of Personal Data , everyone in connection with herself/himself, has the right to apply our Company in the following matters;

- a) Learn whether or not her/his personal data have been processed;
- b) Request information as to processing if her/his data have been processed;
- c) Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose;
- ç) Know the third parties in the country or abroad to whom personal data have been transferred;
- d) Request rectification in case personal data are processed incompletely or inaccurately;
- e) Request deletion or destruction of personal data within the framework of the conditions set forth under article 7;
- f) Request notification of the operations made as per indents (d) and (e) to third parties to whom personal data have been transferred;
- g) Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems;
- ğ) Request compensation for the damages in case the person incurs damages due to unlawful processing of personal data
by applying to the data controller within the scope of the Article 11 of the Law On The Protection of Personal Data.

With this Application Form, your Personal data (Tr identity number or passport number, contact number, e-mail address, address, signature, power of attorney) limited and connected to the purpose of identifying the applicant and directing the application is processed by the Data Controller. The mentioned personal data, if necessary, can only be transferred to relevant department/persons and institutions/organizations authorized by Law, depending the nature of the application request.

Contact Information of the Applicant

Name	
Surname	
Identity Number for Turkish citizens (Passport Number for Foreigners)	
Contact Number	
E-mail adresi	
Address	

Please specify your relationship with our Company.

- Visitor
- Customer
- Business partner
- Employee
 - Former Employee (*Working years*)
 - Employee Candidate (*Application Date*)
- Third Party/ An Employee of Another Company (*Company Name and the position held*)
- Other



The Person or Department that you are in relation within our Company.

Topic :

Explanation Concerning Your Application In Detail (Please write your requests and attach related documents.)

As per Article 13 of the Law Nr 6698 on the Protection of Personal Data, Data Owners must convey their application to our Company through a written application or other methods designated by the Personal Data Protection Board. In this context, the application to our Company must be conveyed to us through the four methods written below after filling up and printing out this application form.

Application Method	Application Address	To Be Done
Apply personally by coming to our Company's address (authenticating document is required.)	Türkmen Mah. Hasan Reis Bulvarı No:15 09400 Kuşadası/AYDIN	"Information Request for Protection of Personal Data" must be written on the Notification Envelope.
Registered Letter With Return Receipt/Notification from Notary	Türkmen Mah. Hasan Reis Bulvarı No:15 09400 Kuşadası/AYDIN	"Information Request for Protection of Personal Data" must be written on the Notification Envelope.
Via e-mail	Sending an e-mail via the e-mail adress that notified to our Company before or the e-mail address that is registered to our Company	The subject of the e-mail must be "Information Request for Protection of Personal Data".

How Do you want the Company's response to your application to be notified?

- I want the answer to be sent to my e-mail address. (If this method is chosen, you will receive a faster response.)
- I want to receive it by hand. (In case of receipt by proxy, a notarized power of attorney or authorization certificate must be submitted.)
- I want it to be sent to my address.

This application form determines your relationship with our Company; if any, it has been prepared to determine your personal data processed by our Company in order to respond your application in an accurate and legal time. Our Company reserves the right to request additional documents for identification and authorization determination in order to eliminate legal risks that may arise from unlawful and unfair data sharing and especially to ensure the



security of your personal data. In the event that the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or there is an unauthorized application, our Company does not accept responsibility for such false information or requests originating from un authorized applications.

In addition, please do not share information and documents containing your personal data, except when required by the nature of the work. If there is personal data in the documents sent, delete relevant personal data from the document in question or share it by making it anonymous. Although it is not required by the nature of the work, we do not have any responsibility for the personal data you have shared.

Finalization of Your Application

Your application submitted to the Company will be concluded within thirty days from the date it is received by our Company in accordance with Article 13/2 of the Law Nr 6698 on the Protection of Personal Data.

Declaration by the Applicant

In line with the above-mentioned requests, I request that my application to your Company is evaluated in accordance with Article 13 of the Law on the Protection of Personal Data and to be informed. Your response will be delivered to you by the method you have requested and marked on this form. If this part is left blank, you will be returned with the method by which your request was received.

I hereby declare and undertake that the information and documents I have provided to your Company in this application are accurate, up-to-date and personally owned.

Name and Surname of the Applicant :

Signature :

Application Date :