Pursuant to Article 11 of the Law No. 6698 on the Protection of Personal Data (Law), data subjects are granted certain rights under the Law. In order to benefit from your rights under the Law, please fill in this application form completely and clearly for your requests that you will submit to our Company, which is the data controller pursuant to the first paragraph of Article 13 of the Law, and

* Submit a wet-signed copy of the completed Data Owner Application Form personally by hand or through a notary public or by adding the note "Information Request within the Scope of the Law on the Protection of Personal Data" on the envelope to address “Küçükbakkalköy Mahallesi Dudullu Caddesi No:27-29 34636Ataşehir / İSTANBUL”;
* Sign the completed Data Owner Application Form with “secure E-signature” or “mobile signature” within the scope of the Electronic Signature Law No. 5070, write “Information Request within the scope of the Law on the Protection of Personal Data” in the subject section and send it to [adaliotelcilik@hs01.kep.tr](mailto:adaliotelcilik@hs01.kep.tr) with your registered e-mail;
* Send the completed Data Subject Application Form to the e-mail address [info.scatasehir@selectumhotels.com](mailto:info.scatasehir@selectumhotels.com) by using the e-mail address previously notified to the data controller and registered in the system of the data controller.

We will respond to your application as soon as possible and no later than within 30 days. Should the information and documents you submit to us be incomplete or unclear, we will contact you to clarify your application.

1. **INFORMATION OF THE DATA SUBJECT**

|  |  |
| --- | --- |
| **Name and Surname** | **:** |
| **T.R. Identity No.** *(for citizens of the Republic of Turkey)* | **:** |
| **Nationality and passport/ID number** *(for foreigners)* | **:** |
| **Mobile number** | **:** |
| **Residential / Workplace Address** | **:** |
| **E-Mail Address** | **:** |

1. **YOUR RELATIONSHIP WITH OUR COMPANY** *(Please indicate your relationship with our Company. For example: customer, business partner, job candidate, former employee, employee of a third party company, shareholder, etc.)*

|  |  |
| --- | --- |
| Customer  Visitor | Business Partner  Employee |
| Other (*Please indicate)* | |

1. **CONTENT OF THE APPLICATION** (Please specify your request under the Law and the personal data subject to your request in detail. Attach the relevant information and documents to the application*.*)

|  |
| --- |
|  |

1. **DECLARATION OF THE DATA SUBJECT**

In line with the above-mentioned requests, I hereby request that my application to your Company be evaluated in accordance with Article 13 of the Law and that I be informed. I hereby declare and undertake that the information and documents I have provided to you in this application are accurate and up-to-date, that your Company may request additional information in order to finalise my application and that I have been informed that I may be required to pay the fee determined by the Board if it requires an additional cost.

**How to Notify the Response to the Application (Please make a selection)**

I want it to be sent by post to my declared address.

I want it to be sent to my e-mail address I have declared.

**Applicant / Data Subject**

**Name & Surname :**

**Date of Application :**

**Signature :**