



## MAESTRO OTEL TURİZM VE YATÇILIK LİMİTED ŞİRKETİ

### PERSONAL DATA SUBJECT APPLICATION FORM

Article 11 of the Personal Data Protection Law No. 6698 (“KVKK”) stipulates that the data subject may exercise the rights listed below by applying to the data controller. The procedures and principles regarding applications to the data controller by individuals whose personal data is processed (“Data Subject”) are regulated by the Communiqué on the Procedures and Principles of Application to the Data Controller.

Within this scope, please mark your requests regarding your rights, as specified in the table below.

Requested Rights (KVKK Article 11)	Please Select
a) To learn whether personal data is being processed,	<input type="checkbox"/>
b) To request information if personal data has been processed,	<input type="checkbox"/>
c) To learn the purpose of processing personal data and whether they are used in accordance with their purpose,	<input type="checkbox"/>
ç) To know the third parties to whom personal data is transferred, whether domestically or abroad,	<input type="checkbox"/>
d) To request the correction of personal data if it has been processed incompletely or incorrectly,	<input type="checkbox"/>
e) To request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the Law,	<input type="checkbox"/>
f) To request that transactions carried out pursuant to subparagraphs (d) and (e) be notified to third parties to whom personal data has been transferred,	<input type="checkbox"/>
g) To object to the emergence of a result against the person by analyzing the processed data exclusively through automated systems,	<input type="checkbox"/>
ğ) To request compensation for damages in case of suffering harm due to the unlawful processing of personal data.	<input type="checkbox"/>

Individuals who wish to exercise their rights arising from legal regulations may submit their applications using any of the methods specified below. You can review the Privacy and Cookie Policy and the Information Notice on our website.

By using a Secure Electronic Signature, Mobile Signature, or by sending an electronic mail from the email address you have provided to our company and is registered in our system to info@themaestrohotel.com.
By completing this form in full and submitting it in writing or in person to Maestro Otel Turizm ve Yatçılık Limited Şirketi ("The Maestro Hotel"), Pürtelaş Hasan Efendi Mahallesi Meclis-i Mebusan Caddesi No:45 Beyoğlu, Istanbul.
By sending an email from the Data Subject's Personal Registered Electronic Mail (KEP) address to our company's Registered Electronic Mail (KEP) address at maestrohotel@hs01.kep.tr.
By applying via notary public or using the methods determined by the Personal Data Protection Authority (KVK Authority).

Please complete the form below in full and submit your application to our company, the Data Controller, using any of the methods mentioned above.

Full Name	
Turkish ID Number	
For Foreign Nationals: Passport Number or Identity Number	
Address for Official Notifications	
Workplace Address	
Mobile Phone	
Phone Number	
Fax Number	
Email Address	
Registered Electronic Mail (KEP) Address	

Please specify your legal relationship with our company as listed below.  
(Guest, Customer, Business Partner, Supplier, Employee Candidate, Former Employee, Third-Party Company Employee, etc.)

- Product or Service Recipient / Guest
- Potential Product or Service Buyer
- Supplier
- Supplier Employee
- Business Partner
- Employee
- Former Employee
- Employee Candidate
- Other.....

Please specify the department and subject of communication within our company:

- Department : .....
- Subject : .....
- Former Employee : .....
- Years of Employment : .....
- Purchased Product/Service : .....
- Applied for a Job : .....
- Shared Resume/Date : .....
- Employee of a Third-Party Company : .....

**Please specify the company you work for and your position**

**Please specify your request in detail within the scope of KVKK**

Please select the method by which you would like to receive our response to your application.

<input type="checkbox"/> I would like it to be sent to my address	<input type="checkbox"/> I would like it to be sent to my email address
<input type="checkbox"/> I would like to receive it in person	<input type="checkbox"/> I would like it to be sent to my <b>KEP</b> address

This form has been prepared to accurately and timely respond to your application by fully identifying your legal relationship with our company and, if applicable, the personal data processed by our company. To prevent legal risks arising from unlawful and unjust data sharing and to ensure the security of your personal data, our company reserves the right to request additional documents and explanatory information for identity and authorization verification. If the information provided in this application form is incorrect or not up to date, or if an unauthorized application is made, our company does not accept any responsibility for claims arising from such incorrect information or unauthorized applications. If the application is submitted on behalf of another person, the original or certified copy of the power of attorney, authorization document, or representation certificate must be provided. If the application is made in accordance with the specified procedures and principles, your requests will be processed as soon as possible and within 30 days at the latest, free of charge. However, if the process incurs an additional cost, a fee may be charged according to the tariff determined by the Personal Data Protection Authority.

**Declaration of the Data Subject / Applicant:**

As the Personal Data Subject / Applicant, I declare that I have read the general statements in the application form, that I am aware of my rights and obligations under the Personal Data Protection Law and as specified in the application form, and that all the information I have provided in this form is accurate and complete. I request to be informed within the legal period regarding this application.

<p><b>Data Subject / Applicant</b></p> <p><b>Full Name</b>        :</p> <p><b>Application Date:</b></p> <p><b>Signature</b>        :</p>
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