

HAPIMAG TURISTIK YATIRIM VE TIC. A.S.

PERSONAL DATA OWNER APPLICATION FORM

1. General Information

According to the Art. 20 of the Constitution of Republic of Turkey, everyone has the right to request for protection of their personal data. This right encompasses the person to be informed about these data, to have access to these data, request for rectification of deletion and learn whether this data is used according to their purposes.

Law on Protection of Personal Data (Law No: 6698) allows one to make requests regarding the processing of personal data.

HAPIMAG TURISTIK YATIRIM VE TIC. A.S. (hereinafter referred to as “Company”) shall perform, in accordance with the Art. 13 of the Law No: 6698, the necessary informing of the data owners and consideration of rights of the data owners via this “HAPIMAG TURISTIK YATIRIM VE TIC. A.S. PERSONAL DATA OWNER APPLICATION FORM”.

2. Right to Apply

2.1. Subject of the Application

According to the Art. 11 of the Law No: 6698, everyone whom personal data have been processed may apply to our Company and make the following requests regarding himself/herself:

- 1) Learn whether or not her/his personal data have been processed;
- 2) Request information as to processing if her/his data have been processed;
- 3) Learn the purpose of processing of the personal data and whether data are used in accordance with their purpose;
- 4) Know the third parties in the country or abroad to whom personal data have been transferred;
- 5) Request rectification in case personal data are processed incompletely or inaccurately;

6) Request deletion or destruction of personal data in case the reasons necessitating their processing cease to exist and request for notification of third parties whom the data have been transferred to within the framework of this process that has been made

7) Request notification of the operations made as per indents (d) and (e) to third parties to whom personal data have been transferred;

8) Object to occurrence of any result that is to her/his detriment by means of analysis of personal data exclusively through automated systems;

9) Request compensation for the damages in case the person incurs damages due to unlawful processing of personal data

2.2 Exceptions for right to apply

According to the Art. 28 of the Law No: 6698, the data owners will not be able assert their rights in following cases:

1) Processing of personal data by natural persons in the course of a purely personal or household activity, provided that obligations relating to data security are complied with and data are not transferred to third parties.

2) Processing of personal data for the purposes of official statistics and, through anonymization, research, planning, statistics and similar.

3) Processing of personal data for the purposes of art, history, and literature or science, or within the scope of freedom of expression, provided that national defence, national security, public safety, public order, economic safety, privacy of personal life or personal rights are not violated.

4) Processing of personal data within the scope of preventive, protective and intelligence-related activities by public institutions and organizations who are assigned and authorized for providing national defense, national security, public safety, public order or economic safety.

5) Processing of personal data by judicial authorities and execution agencies with regard to investigation, prosecution, adjudication or execution procedures.

According to the 2nd paragraph of the Art 28 personal data owners will not be able to assert their rights, with the exception of right to request compensation, in following cases:

- 1) Processing of personal data is necessary for prevention of crime or investigation of a crime.
- 2) Processing of personal data revealed to the public by the data subject herself/himself.
- 3) Processing of personal data is necessary, deriving from the performance of supervision or regulatory duties, or disciplinary investigation or prosecution by assigned and authorized public institutions and organizations and professional organizations with public institution status.
- 4) Processing of personal data is necessary for the protection of economic and financial interests of the state related to budget, tax, and financial matters.

3. Application Instruments:

Personal data owners shall convey their applications regarding their rights arise from Law No: 6698, in written form or in other methods which will be decided by The Board of Protection of Personal Data (“**Board**”) in accordance with Art. 13 of Law No: 6698.

Method of the Application	Explanation	Application Address
Website	The filling of the application form located in the address	(....., Human Rights Division)
E-mail	sending of the e-mail with secure electronic signature

* The applications must be sent as “Information Request within the Framework of Personal Data Protection Law”

4. Contact Information of the Personal Data Owner

Name Surname	
Identity Number	
Address	
Telephone Number	
E-Mail Address	
	<input type="checkbox"/> Client <input type="checkbox"/> Client Candidate

Relation With Our Company	<input type="checkbox"/> Visitor	<input type="checkbox"/> Employee Candidate
	<input type="checkbox"/> Third Party	<input type="checkbox"/> Employee
	<input type="checkbox"/> Other	
	<i>Please indicate:</i> _____	

5. Rights that can be Asserted by the Personal Data Owners

	Subjects of Request and Legal Basis	Your Choice
1	I would like to learn whether or not my personal data have been processed <i>(Law No 6698 Art. 11/1 (a))</i>	
2	I would like to request information as to processing if my data have been processed <i>(Law No 6698 Art. 11/1 (b))</i>	
3	I would like to learn the purpose of processing of my personal data and whether the data are used in accordance with their purpose <i>(Law No 6698 Art. 11/1 (c))</i>	
4	I would like to know the third parties in the country or abroad to whom my personal data have been transferred <i>(Law No 6698 Art. 11/1 (ç))</i>	
5	I would like to request rectification in case my personal data are processed incompletely or inaccurately before your Company (in case of request the personal data that is incomplete or inaccurate in your opinion, additional and correct information must be provided) <i>(Law No 6698 Art. 11/1 (d))</i>	
6	I think that the reasons necessitating their processing cease to exist and within this framework I would like my personal data to be <ul style="list-style-type: none"> - Deleted <input type="checkbox"/> - Anonymized <input type="checkbox"/> - Destroyed <input type="checkbox"/> <p>(please indicate your choice with x)</p> <i>(Law No 6698 Art. 11/1 (e))</i>	
7	I think my personal data have been processed incompletely or inaccurately and would like to request rectification before third parties <i>(Law No 6698 Art. 11/1 (f))</i>	
8	I would like my personal data that have been processed incompletely or inaccurately to be <ul style="list-style-type: none"> - Deleted <input type="checkbox"/> - Anonymized <input type="checkbox"/> - Destroyed <input type="checkbox"/> <p>before third parties as well. <i>(please indicate your choice)</i></p> <i>(Law No 6698 Art. 11/1 (f))</i>	
9	I would like to object to occurrence of any result that is to my detriment by means of analysis of my personal data exclusively through automated	

	systems <i>(Law No 6698 Art. 11/1 (g))</i>	
10	I would like to request compensation for the damages in case the person incurs damages due to unlawful processing of my personal data <i>(Law No 6698 Art. 11/1 (h))</i>	

6. Duration and Method of our Company to Answer Applications

In accordance with Law No: 6698 Art 13 our Company, will finalize the application made by the data owner to our Company free of charge, at the shortest notice and within 30 (thirty) days the latest according to the type of application made by the data owner.

Our Company may request information from the applicant for the identity and authorization with the purpose of security of your personal data.

The application of the personal data owner may be rejected in the following cases:

- (1) If it blocks the individual rights and freedoms
- (2) If it requires unproportional effort
- (3) If the information is publicly available
- (4) If it dangers others' privacy
- (5) In case of one of the exceptions above (2.2)

Please indicate the way of response by our Company to your application:

1	I would like it to be sent to my address	
2	I would like to receive it by hand <i>(in case it is received by proxy, the proxy has to be approved by notary or authorization must be presented)</i>	
3	I would like to receive it via e-mail	

7. Personal Data Owner's Right to Make a Complaint to the Board

According to the Art. 14 of the Law No: 6698, in case the application is rejected, the response is not fulfilling or the application has not been responded within the duration, personal data owner may complain to board within 30 days following the date he/she learns our Company's response and in any event, within 60 days following the date of application.

IT WILL NOT BE POSSIBLE to make a complaint to the Board before making an application to our Company.

Personal Data Owner's (Application Owner's)

Name Surname:

Application Date:

Signature:

Contact Information: