COLLAGE PERA HOTEL-COLLAGE TAKSİM HOTEL

LAW ON THE PROTECTION OF PERSONAL DATA APPLICATION FORM

Personal data owners (hereinafter referred to as "Applicants'') who are defined as the relevant people in Law on Protection of Personal Data no. 6698 ("KVKK") are entitled to certain rights regarding the processing of their personal data in the 11th article of the Law.

Pursuant to the 1st paragraph of 13th article of the KVKK; the applications regarding these rights must be made in written or through other means determined by the Board of Personal Data Protection ("Board") to be submitted to our Hotel that is responsible for the data.

Within this framework, the applications to be made ''in written'' to our Hotel must be sent with this form and;

- Applicant's personal application,
- Trough Notary Public,
- Signed by the Applicant with the "secure electronic signature" defined in the Electronic Signature Law No. 5070 and sent to the registered postal address of our Hotel.

The following information is provided on the basis of the written application regarding the ways of submitting the written applications.

Application Method	Address of Application	Information within the structure
Personal Application (The applicant himself/ herself comes and applies with a document proving his identity)	Asmalı Mescit Mahallesi General Yazgan Sk. No:13 Beyoğlu/İstanbul (Collage Pera Hotel) Şehit Muhtar Mahallesi Kurabiye Sk. No:7 Beyoğlu/İstanbul (Collage Taksim Hotel)	"Request of information as per Law on Personal Data Protection" to be written on the envelope.
Through Notary Public	Asmalı Mescit Mahallesi General Yazgan Sk. No:13 Beyoğlu/İstanbul (Collage Pera Hotel) Şehit Muhtar Mahallesi Kurabiye Sk. No:7 Beyoğlu/İstanbul (Collage Taksim Hotel)	"Request of information as per Law on Personal Data Protection" to be written on the notification envelope.
"Secure Electronic Signature" (by sending via Registered Electronic Mail (KEP))	kentkartmarmara@hs01.kep.tr	"Request of information as per Law on Personal Data Protection" to be written on the subject part of e-mail.

Your applications that are submitted to us shall be replied within thirty days at the latest following the delivery according to the nature of the request as per the 2nd paragraph of article 13 of the Law. Our replies have been sent in writing or electronically in pursuant to article 13 of the "KVKK".

A. Contact Information of Applicant:

Name:	
Surname:	
TR Identification Number:	
Phone Number:	
Electronic Mail Address : *(For applications to be answered via mail (KEP) address)*	
Address:	

B. Please indicate your relations with our Hotel. *(Such as employee, old employee, supplier, subcontractor, third Company employee)*

• Employee	• Guest
• Suplier	• Others:
The unit you have communicated within our Hotel:	
Subject:	

Please specify in detail your request on Protection of Personal Data:

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Please choose the method of notification for receiving our reply to your request:

- I would like the reply to be delivered to my address
- I would like the reply to be delivered to my KEP e-mail address.
- I would like to receive it by hand.

In case of receipt by proxy, it is required to have a notarized power of attorney or certificate of authorization.

This application form is drafted in order to respond to your request correctly and in due time by determining your relationship with our Hotel and, if any, your personal data processed by our Hotel in precise. Our Hotel reserves the right to request additional document and information (Copy of Identification Card or Driver's License, etc.) for the purpose identification and authorization check, in order to eliminate the legal risks from illegal and unjust data sharing and especially ensuring the security of your personal data.

If the information you conducted within the scope of the form is not correct or up-to-date or in case of an unauthorized application, our Hotel declines any responsibility arising from the requests regarding the incorrect information or unauthorized application. You hold all the responsibility arising from illegal, misleading, or incorrect applications.

Name of Applicant (Data Owners)   :

Surname   :

Application Date   :

Signature   :