

# APPLICATION FORM AS PER LAW ON PERSONAL DATA PROTECTION

## I. GENERAL DESCRIPTION

Personal data owners (hereinafter referred to as "data owners") who are defined as the relevant persons in Law on Personal Data Protection no. 6698 ("Law") are entitled to certain rights regarding the processing of their personal data in the article 11 of the Law. Pursuant to 1st paragraph of article 13 of the Law; 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 Company that is responsible for the data. Within this framework, the applications to be made "in writing" to our Company must be sent with registered letter with return receipt using this form

Application Method	Address of Application	Information to be included	Other information
Registered Letter with Return Receipt.	<b>LIBERTY LARA</b> <b>Kemerağzı mah. Yaşar Sobutay Bulvarı No:386</b> <b>Aksu/ANTALYA</b>	Information Request as per Law on Personal Data Protection" to be written on the envelope	

\* Application method has been determined as "written" as per 1st paragraph of article 13 of the Law. If the Board determines other procedures and methods, these shall be announced again by the **LIBERTY HOTELS LARA** Your applications that are submitted to us shall be replied "within the shortest time possible and 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. Replies shall be sent to you according to the procedure determined by the Board. It's required that the information and documents requested on the form must be completely and accurately provided to meet your demand precisely.

## 2) NECESSARY INFORMATION AND DOCUMENTS.

Fill out the following fields

completely: Name and surname :

Turkish Identity Number :

Relation with our Company:

Customer, Business partner, Visitor or

Other Address:

Mobile phone :

E-mail Address:

Has your relationship with our Company terminated?

### 3) REQUEST OF THE APPLICANT

Your rights to request from our company that is responsible for the data are hereby given pursuant to the article 11 of Law on Personal Data Protection. The rights you request shall be evaluated within our company and replies shall be submitted to you as per 3rd paragraph of article 13 of the Law

Subject of the Request	Legal Basis	Your request
I want to be informed whether my personal data are processed or not by your company	Art. 11/1 (a) of Law on Personal Data Protection	
If your company processes personal data about me, I request information about these data processing activities	Art. 11/1 (b) of Law on Personal Data Protection	
If your company is processing personal data about me, I want to know if they are being used for the purposes of processing	Art. 11/1 (c) of Law on Personal Data Protection	
If my personal data is transferred to third parties at home or abroad, I want to know these third parties	Art. 11/1 (ç) of Law on Personal Data Protection	
I think my personal data is incomplete or incorrect and I want it corrected.	Art. 11/1 (d) of Law on Personal Data Protection	
I believe that although my personal data has been processed in accordance with the provisions of the law and other relevant laws, I have been left without any reason to require it to be processed, and in this frame,	Art. 11/1 (e) of Law on Personal Data Protection	A. Deletion B. Anonymization
I want my personal data (Claim No. 5) that I think is missing and incorrectly processed to be corrected in the presence of third parties	Art. 11/1 (f) of Law on Personal Data Protection	
Although my personal data have been processed in compliance with the Law and other relevant provisions, I think those grounds no longer exist (Request no. 6) and thus I also request that ...*** in the presence of third parties to	Art. 11/1 (f) of Law on Personal Data Protection)	A- Deletion B- Anonymization

whom my personal data are transferred.;		
I believe that my personal data processed by your company was analyzed exclusively through automated systems and that this analysis resulted in a conclusion against my person. I object to this result.	Art. 11/1 (g) of Law on Personal Data Protection	
I suffered a loss due to the processing of my personal data contrary to the Law. I request indemnification of this loss.****	Art. 11/1 (h) of Law on Personal Data Protection	

\*\*\* Enter your additional remarks.

\*\*\*\*Provide the information, document and evidences to prove your loss.

#### 4) DECLARATION OF THE APPLICANT

I kindly request that my application to your company is evaluated and information is provided to me in line with the above-mentioned requests

I hereby declare and undertake that the documents and information I provide in this application are correct and accurate and belong to me. I hereby give my permission that the information and document I provide in the application form will be processed by **LIBERTY LARA** limited to the purposes of evaluating and replying the application delivering the application to me and determining my identity and address.

I kindly request that the reply letter is sent to my address given in the Application Form.

I kindly request that the reply letter is sent to my electronic mail address given in the Application Form.

Applied by (Personal Data

Owner) Name-Surname:

Date of Application:

Signature:

**IMPORTANT:** Applications must belong to the persons themselves. No application shall be made on behalf of the spouse relative children etc. In case **LIBERTY LARA** becomes suspicious of the identity of the applicant it may request confirmation details from the relevant person.