**NORM GRUP OTELCİLİK VE TURİZM İŞLETMESİ ANONİM ŞİRKETİ**

**APPLICATION FORM FOR OBTAINING INFORMATION**

**AS PER LAW ON PERSONAL DATA PROTECTION**

**GENERAL REMARKS**

In the Law on Personal Data Protection No. 6698 (“Law”), personal data owners (hereinafter referred to as “Data Owners”) have been granted certain rights in relation to the processing of personal data in Article 11 of the Law. In accordance with Article 13 (1) of the Law, applications regarding these rights to be made to our company, which is the data controller, must be submitted to us in writing or by other means determined by the Personal Data Protection Board (“The Board”). In this sense, the applications to be sent to our company in "written" must be submitted in compliance with the application methods\* using this form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Application Method\*** | **Application Address** | **Information to be Provided in Application Submission** | **Other Information to be Included** |
| Personal Application (Data owner’s personal application with a document proving identity) | Norm Grup Otelcilik Ve Turizm İşletmesi Anonim Şirketi  Güzeloba Mah. 2134 Sokak No:30/101  07230 Muratpaşa / Antalya |  | Identity Card (passport, driver’s license etc.) |
| Registered Letter with Return Receipt or notification through Notary | Norm Grup Otelcilik Ve Turizm İşletmesi Anonim Şirketi  Güzeloba Mah. 2134 Sokak No:30/101  07230 Muratpaşa / Antalya | On the envelope **“Information Request regarding Law on Personal Data Protection”**  should be written. | Photocopy of Identity Card (passport, driver’s license etc.) |
| Application via electronic mail (KEP) by signing a Secure Electronic Signature | [normgrupotelcilik@hs01.kep.tr](mailto:normgrupotelcilik@hs01.kep.tr) | On the subject of the e-mail **“Information Request regarding Law on Personal Data Protection”** should be written. |  |
| Application via E-Mail Address in our system \*\* | [kvkk@thenormhotels.com](mailto:kvkk@thenormhotels.com) | On the subject of the e-mail “**Information Request regarding Law on Personal Data Protection**” should be written. |  |

\* The application method has been defined as a “written” application channel in accordance with Article 13, Paragraph 1 of the Law. Your requests submitted to us will be replied "as soon as possible, at the latest within thirty days" following the date of receipt of your request, depending on the type of request as per Article 13, Paragraph 2 of the Law. Replies will be sent in a manner established by the Board. In order for your request to be fully satisfied, you need to provide the information and documents indicated in the form completely and accurately.

\*\* It is the responsibility of the person to ensure the security when submitting the application using the e-mail address registered in our system. All applications made via this e-mail will be deemed to have been made with the knowledge and will of the e-mail owner.

**Identity and Contact Information**

Please fill out the following information in order for us to contact you and verify your identity:

|  |  |  |
| --- | --- | --- |
| Name-Surname | : |  |
| T.R. Identity No /  For Foreigners  Passport No or Identity No | : |  |
| Notification Address / Office Address | : |  |
| Mobile Phone\* | : |  |
| E-mail Address | : |  |

(\*To be used as a verification method for potential disputes, not required)

**Relation with the Company**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relation with the company | Guest |  | Employee |  |
| Former Employee |  | Other  *(Please Specify)* |  |

**Subject of the Request**

|  |
| --- |
| Please clearly state your request regarding your personal data below. Information and documents related to the subject should be attached to the application. |
|  |

**Please Select Your Preferred Method of Receiving the Reply**

I would like the reply to be sent to the physical mailing address provided in the second section.

I would like the reply to be sent to the e-mail address provided in the second section.

According to the requests mentioned above, I kindly request that my application to your company be evaluated in accordance with Article 13 of the Law, and that I be informed accordingly.

I hereby declare and undertake that the information and documents provided in this application are accurate and up-to-date, and I acknowledge that your company may request additional information in order to finalize my application, and furthermore, I have been informed that I may be required to pay the fee determined by the Personal Data Protection Board in case it incurs any costs.

**Applicant’s (Personal Data Owner):**

**Name-Surname :**

**Application Date :**

**Signature :**

**IMPORTANT NOTE:**

**Applications must be made personally by the relevant person. No application can be made on behalf of spouse, relative, child etc.**

**In case the Company suspects of the identity of the application, it can request verification information from the relevant person.**