# APPLICATION FORM

**(ACCORDING TO PERSONAL DATA PROTECTION LAW NO. 6698 LAW)**

**(REGARDING THE APPLICATIONS TO BE MADE TO THE DATA OFFICER BY THE PERSONAL DATA OWNER)**

## GENERAL EXPLANATIONS:

Personal data holders(hereinafter referred to as "data owner") defined in the Personal Data Protection Law No. 6698("Law") are given certain rights regarding the processing of their personal data in Article 11 of the Law.

Pursuant to paragraph 1 of Article 13 of the Law; the applications to be made to our Company, which is the data responsible, regarding these rights must be communicated to us in writing or by other methods determined by the Personal Data Protection Board.("Board")

In this context, the applications to be made in writing to our Company should be printed out and forwarded to us.

* With the applicant's personal application,
* Through a notary public,
* Signed with the secure electronic signature defined by the Applicant in the Electronic Signature Law No. 5070 and sent to the registered e-mail address of the Company.

The following information is provided on the basis of the written application channels on how to submit the written applications.

|  |  |  |
| --- | --- | --- |
| **Application Method** | **Address of Application** | **Information to be specified** **in application submission** |
| Personal Application (Applying with a ocument which proves the identity of the applicant himself) | *‘****Mücahitler Mah. Mahmut Ersoy Cad. No: 6 27090 Şehitkamil Gaziantep ”*** | Shall be written "Request Information regarding Protection of Personal Data Law" on the envelope. |
| Notification through a notary public | *‘****Mücahitler Mah. Mahmut Ersoy Cad. No: 6 27090 Şehitkamil Gaziantep ”*** | Shall be written "Request Information regarding Protection of Personal Data Law" on the notification envelope. |
| By using Secure Electronic Signature | shimall@shimallhotel.hs03.kep.tr | Shall be written " Request Information regarding Protection of Personal Data Law" to topic section of e-mail. |

In addition, after the announcement of the other methods to be determined by the Board, the Company will announce how the applications will be received through these methods.

According to Article 13 Paragraph 2 of the Protection of Personal Data Law, the applications submitted to us, will be responded in thirty(30) days from the date on which the request is received by us by one of the methods described above, depending on the nature of the request.

Our responses will be sent to the applicant in writing or electronically in accordance with the provisions of Article 13 of the relevant Personal Data Protection Law.

1 (Prepared according to 13rd. and 11st. Articles of the Law No. 6698)

# Information about the applicant's recognition and contact with him/her regarding the application:

|  |  |
| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **TR Identity Number:** |  |
| **Phone Number:** |  |
| **E-mail:***(We will be able to respond to you faster if you specify)* |  |
| **Address:** |  |

1. **Please describe your relationship with our Company:** *(Customer, Business Partner, Employee Candidate, Former Employee, Third Party Company Employee, Shareholder etc.)*

|  |  |
| --- | --- |
| * Customer
* Visitor
 | * Business Partner
* Other : ......................................................................
 |
| The unit in our Company which you communicate: ................................................................................Topic: .................................................................................................................................................... |

|  |  |
| --- | --- |
| * I am a former employee.

*Years I worked:........................................* | * Job Application/ I shared my resume.

*Date:...............................................................................* |
|  | * I am a Third Party Company Employee.
 |
| * Other : ...................................................
 | *Please indicate your company and position information* |
| ................................................................... | *.......................................................................................* |

# Please describe your request regarding Personal Protection Data Law:

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# Please select our respond method :

* + I want the respond to be sent to my address.
	+ I want the respond to be sent to my e-mail address. *(We will be able to respond faster if you select this method)*
	+ I want to receive the respond by hand.

*(In case of delivery by proxy, it is required to have notarized power of attorney or certificate of authority)*

This application form has been prepared in order to respond to your application in a timely and legal manner by determining your relationship with our Company and determining your personal data processed by our Company. Our Company reserves the right to request additional documents and information (identity card or copy of driver's license etc.) for identification and authorization in order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding your requests submitted within the form is not accurate and up to date or an unauthorized application is made, our Company does not accept any liability for the wrong information or unauthorized application requests.

Related Applicant (Personal Data Owner)

Name and Surname :

Application Date :

Signature :