

SOM OTELCİLİK VE TURİZM TİCARET ANONİM ŞİRKETİ-THE RITZ CARLTON

PERSONAL DATA SUBJECT EMPLOYEE APPLICATION FORM

1. General Information

As per Article 20 of the Constitution of the Republic of Turkey, everyone is entitled to demand the protection of personal data concerning him/her. This right also includes right of individual to be informed about personal data concerning to him/her, requesting access to, rectification or deletion of them and to be informed on whether or not they are used in accordance with their purposes.

Law on Personal Data Protection No. 6698 (“PDP Law”) granted the right to make certain requests relating to the processing of personal data.

The evaluation of the rights of personal data owners arising out of the title of data subject and the notifications required to be made to the personal data subject should be made through this Personal Data Subject Application Form by Som Otelcilik ve Turizm Ticaret Anonim Şirketi-The Ritz Carlton (hereinafter “Company”) in accordance with Article 13 of PDP Law.

2. Right of Application

2.1. Subject of Application

Pursuant to Article 11 of PDP Law, any person whose personal data is processed may apply to our Company for any of the following matters relating to them:

- (1) Learning whether their personal data is processed or not,
- (2) Requesting information regarding their personal data if they are being processed,
- (3) Learning the purpose of processing the personal data and whether they are used according to their purpose or not,
- (4) Learning the third parties inside and outside the country to whom the personal data are transferred,
- (5) Requesting rectification of the personal data in case they are incompletely or inaccurately processed and the notification of the transaction performed under this scope to be made to the third parties to whom the personal data are transferred,
- (6) In case the reasons justifying the processing of the personal data have disappeared, requesting deletion, erasure or anonymization of them and the transaction performed under this scope to be notified to the third parties to whom the personal data are transferred,
- (7) Objecting to any consequence against the data subject by means of analyzing the processed data exclusively by way of automated systems,
- (8) Claiming the compensation of the loss in case of suffering damage due to the illegal processing of the personal data.

2.2. Situations Outside the Scope of Right of Application

Pursuant to Article 28 of PDP Law, personal data subjects shall not be entitled to exercise their rights in the following cases:

- (1) Processing of personal data within the scope of activities related to data subject himself/herself or related to his/her family members that reside in the same residence, provided that the said data are not shared with third persons and provided that the data security obligations are complied with,
- (2) Processing of personal data with the purposes of research, planning and statistics and by anonymization via official statistics,
- (3) Process of personal data within the context of art, history, literature, or with scientific purposes or within the scope of freedom of speech, provided that such information does not infringe or constitute a criminal offense against national defense, national security, public safety, public order, economic security, right to privacy and personal rights,
- (4) Process of personal data within the scope of preventive, protective and informative activities carried out by public agencies and institutions authorized by Law with respect to national defense, public safety, public order or economic security,

- (5) Process of personal data by judicial or administrative authorities in relation to the investigation, prosecution, trial or execution procedures.

Pursuant to paragraph 2 of Article 28 of PDP Law, data subjects, except the right to claim damages, may not claim rights in the below mentioned circumstances:

- (1) In the event that personal data processing is required in order to prevent or investigate a crime,
- (2) Processing personal data that is publicized by the personal data subject,
- (3) The fact that personal data processing is required by the competent public authorities, public institutions and Public Professional Associations, authorized by Law, to conduct supervisory or regulatory duties and for disciplinary investigations or prosecutions,
- (4) The fact that personal data processing is necessary to protect the economic and financial interests of the State in relation to budget, tax and financial matters.

3. Means of Application

The applications of employees as personal data subjects regarding the rights arising from the PDP Law shall be submitted to us in writing in accordance with Article 13 of the PDP Law or other methods determined by the Personal Data Protection Board (“the **Board**”):

Method of Application	Explanation	Application Address
Website	Filling the Application Form via http://www.somotelcilik.com and submitting the original signed copy in writing in person or via notary	Süzer Plaza, AskerOcağı Caddesi No:6 Elmadağ Şişli İstanbul/34367
Electronic Means	Registered electronic mail (KEP) address, secure electronic signature, mobile signature or by e-mail address of the employee previously reported to Ritz Carlton by the employee and registered in the Ritz Carlton systems	info@somotelcilik.com privacy@marriott.com

**Applications must be submitted containing the expression “Request for Information under the Law on Personal Data Protection”.*

4. Contact Information of Personal Data Subject

Name Surname	
T.R. ID number /Nationality, passport number or ID number – (applicable to foreigners)	
Telephone Number	
E-mail Address	
Residential or work address for Notification	

5. Claims to be Demanded by Personal Data Subjects

Please select the subject of your application for your personal data through following:

	Claims and Legal Basis	Choice
1	I would like to know if my personal data is being processed within your company. <i>(Article 11/1 (a) of PDP Law)</i>	
2	If my personal data is processed, I request information about this data processing activity. <i>(Article 11/1 (b) of PDP Law)</i>	
3	I would like to learn the purpose of processing of the personal data and whether data is used in accordance with their purpose <i>(Article 11/1 (c) of PDP Law)</i>	
4	I request information on whether my personal data are transferred to third parties in the country/abroad and if they are, I request information about the third parties to whom my personal data have been transferred; <i>(Article 11/1 (ç) of PDP Law)</i>	
5	I request the rectification of my personal data that are incompletely or inaccurately processed by your Company/third parties to whom my personal data are transferred. <i>(In case of request, accurate and complementary information/documents for the rectification of your personal data that you think are incomplete or inaccurate.)</i> <i>(Article 11/1 (d) of PDP Law)</i>	
6	I believe that the reasons for the processing of my personal data have disappeared and I request my personal data; <ul style="list-style-type: none"> - To be deleted <input type="checkbox"/> - To be anonymized <input type="checkbox"/> <i>(please mark you choice with x.)</i> <i>(Article 11/1 (e) of PDP Law)</i>	
7	I request my incompletely or inaccurately processed personal data (Request No: 5) to be rectified before third parties to whom my personal data is transferred. <i>(Article 11/1 (f) of PDP Law)</i>	
8	I request my incompletely or inaccurately processed personal data (Request No: 5); <ul style="list-style-type: none"> - To be deleted <input type="checkbox"/> - To be anonymized <input type="checkbox"/> <i>(please mark you choice with x.)</i> <i>(Article 11/1 (f) of PDP Law)</i>	
9	I object to the consequence against me arising by means of analyzing the processed data exclusively by the automated systems. <i>(Article 11/1 (g) of PDP Law)</i>	
10	I request compensation of the loss arising out of the illegal processing of my personal data <i>(Article 11/1 (h) of PDP Law)</i>	

6. Our Company's Procedure and Time to Answer Applications

Our Company will conclude the applications of personal data subjects according to nature of the request as soon as possible and no later than within 30 (thirty) days as per article 13 of PDP Law free of charge. However, in case the operation necessitates a separate cost, the fee in the tariff designated by the Board may be collected.

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

- (1) Violating of the rights and freedoms of other persons
- (2) Requires disproportionate effort
- (3) Information is publicly available
- (4) Jeopardizing the privacy of others
- (5) The existence of one of the cases not covered by the PDP Law (See 2.2)

Please indicate your choice on how to be notified by our Company's response to your application:

1	I request to receive the response in writing.	
2	I request to receive the response via electronic means.	

7. Right of the Personal Data Subject to File a Complaint with the Board

Pursuant to Article 14 of PDP Law, in cases where the application is rejected, the response is insufficient or the application is not answered within the stipulated period of time, the personal data subject shall be entitled to file a complaint with the Board 30 (thirty) days from the date of receipt of the reply of our Company and in any case within 60 (sixty) days from the date of application,

No complaints shall be filed with the Board without applying to our Company beforehand.

Employee's:

Name and Surname:

Date of Application:

Signature:

Contact Information: