

Application Form to the Data Controller

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APPLICATION FORM TO THE DATA CONTROLLER

PRIVACY NOTICE

This Privacy Notice has been prepared by **Alsero Turizm Ticaret Limited Şirketi**, acting as data controller, to inform you about the purposes for which your personal data are processed, the legal grounds for such processing, the methods of collection, possible recipients, and your rights under Law No. 6698 on the Protection of Personal Data (“KVKK”), in accordance with Article 10 of Law No. 6698 and the Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform.

The personal data you share with us via the “**Application Form to the Data Controller**” set out below consist of the following:

Categories of Data	Examples of Data Types Processed in This Category
Identity Data	Your name, surname, Turkish ID number or passport
Contact Data	Your telephone number, e-mail address, place of residence

The data are processed for the purposes of conducting the necessary evaluation and work regarding the subject of your application,

and for the purposes of carrying out the relevant business processes and communicating with you regarding the matter.

Furthermore, we do not have absolute control over the information you provide through this form. *We recommend that you do not share with our company any personal data or special category personal data that you do not wish us to know.*

The said personal data are processed by automated or non-automated means on the basis of the legal grounds set forth in Article 5 of the KVKK, namely “the processing of personal data is mandatory for the data controller to fulfill a legal obligation or mandatory for the establishment, exercise or protection of a right,” and any special category personal data you transmit to us via the form are processed on the legal ground set forth in Article 6 of the KVKK, namely “the processing of personal data is mandatory for

the establishment, exercise or protection of a right,” and such special category personal data will be shared only with the competent judicial authorities in the event of legal disputes.

You may submit your requests falling within the scope of Article 11 of the Law, which governs the rights of the relevant person, to us by using the form below, in accordance with the “Communiqué on the Procedures and Principles of Application to the Data Controller,” via the contact channels indicated in the form.

ALSERO TOURS

APPLICATION FORM TO THE DATA CONTROLLER

1. General Explanations

Pursuant to Article 11 of Law No. 6698 on the Protection of Personal Data (“KVKK”), persons defined as data subjects under the KVKK (“Applicants”) are granted the right to make requests concerning the processing of their personal data.

This form has been prepared to identify your relationship with **Alsero Turizm Ticaret Limited Şirketi (“ALSERO TOURS”)**, if any, to determine completely any personal data processed by **ALSERO TOURS**, and to enable us to respond to your relevant application accurately and within the legal time limits. For the purpose of ensuring the security of your personal data and preventing unlawful data transfers, **ALSERO TOURS** may request additional information for identity and authority verification. If the information provided by the Applicant is incorrect and/or not up to date, or if the requests are unauthorized, the Applicant shall be responsible for such circumstances.

Pursuant to Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller, if the Applicant’s request is to be responded to in writing, no fee shall be charged for up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page beyond ten pages. If the response to the request is provided on a recording medium such as a CD or flash drive, a fee corresponding to the cost of the recording medium may be charged.

2. Scope of the Right to Apply under Article 11 of the KVKK

The Applicant may apply to **ALSERO TOURS** and make requests regarding the following matters:

- 1)** To learn whether his/her personal data are being processed,
- 2)** If his/her personal data have been processed, to request information about this,
- 3)** To learn the purpose for which his/her personal data are processed and whether they are being used in accordance with that purpose,
- 4)** To learn the third parties at home or abroad to whom his/her personal data have been transferred,

5) In the event that his/her personal data have been processed incompletely or inaccurately, to request that they be corrected and to request that the transaction performed in this scope be notified to the third parties to whom the personal data have been transferred,

6) Even if processed in accordance with the KVKK and other relevant laws, when the reasons requiring the processing of personal data have ceased to exist, to request the deletion, destruction or anonymization of his/her personal data and to request that the transaction performed in this scope be notified to the third parties to whom the personal data have been transferred,

7) To object to a result against him/her arising from the analysis of the processed data exclusively through automated systems,

8) To request compensation for the damage incurred due to the unlawful processing of his/her personal data.

3. Method of Application

Pursuant to the first paragraph of Article 13 of the KVKK, applications relating to these rights must be submitted to us in writing and signed, or by other methods determined by the Personal Data Protection Board ("Board").

Within this framework, applications to be made in writing may be submitted by printing out this form and;

- By the Applicant's personal delivery in person,
- Via a notary,

By registered electronic mail (KEP), by secure electronic signature, by mobile signature, or

By e-mail sent from the e-mail address previously notified to us by the Applicant and registered in our system.

Below, information is provided specifically regarding the written application channels and how written applications should be delivered to us.

	Application Method	Information to be Specified When Submitting the Application	Address to Which the Application Will Be Submitted

1.If the application is to be made in writing;	Personal Application (Applicant applies in person by presenting an identity document)	"Request for information pursuant to the Law on the Protection of Personal Data (KVKK)" must be written on the envelope.	Balgat 1410 Cadde No 2/1 Çankaya- Ankara
2. If the application is to be made in writing;	Notification via notary	"Request for information pursuant to the Law on the Protection of Personal Data (KVKK)" must be written on the notification envelope.	Balgat 1410 Cadde No 2/1 Çankaya- Ankara
3. Application via the Electronic Mail Address Registered in Our System	Application by Mobile Signature or E-mail (by using the e-mail address previously provided by the data subject to the data controller and registered in the data controller's system)	"Request for information pursuant to the Law on the Protection of Personal Data (KVKK)" should be written in the subject line of the e-mail.	kvkk@alserotours.com

ALSERO TOURS may request additional information and take necessary measures to verify the identity of the Applicant for applications submitted by e-mail.

Applications submitted to us will be answered in writing or electronically within thirty days from the date of notification or receipt of the request, depending on the nature of the request, pursuant to Article 13(2) of the Law on the Protection of Personal Data (KVKK).

4. Identity and Contact Information

Applicant Contact Information

First Name	
Last Name	

Turkish ID No / Passport No (if foreign)	
Phone	
E-mail	
Residence or Business Address	

B. Please indicate your relationship with ALSERO TOURS.

(e.g., Visitor, Recipient of a Product or Service, Business Partner Employee, Job Applicant, Former Employee, Third-Party Company Employee, Shareholder, etc.)

☐ Visitor ☐ Recipient of a Product or Service ☐ Potential Product or Service Buyer ☐ Supplier Employee ☐ Supplier Representative ☐ Person who is the subject of a news report ☐ Exam Candidate	☐ Research Subject ☐ Shareholder/Partner ☐ Employee ☐ Job Applicant ☐ Intern ☐ Parent / Guardian / Representative ☐ Other
Within our company, the unit you are in contact with: Unit:..... Subject:.....	

5. Please select the method by which you wish to receive our response to your application:

I request that it be sent to my address.

I request that it be sent to my e-mail address. (If you choose the e-mail method, we will be able to respond to you more quickly.)

I want to receive it in person. (If it is to be received by proxy, a notarized power of attorney or authorization document is required.)

6. Subject of the Request

Please specify your request under the Law on the Protection of Personal Data (KVKK) in detail below.

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Applicant

Name / Surname:

Signature (if application is in writing)

Bu belge elektronik ortamda oluşturulmuştur; SHA256 + HMAC + hash-zinciri ile bütünlüğü ispatlanır.