



DATA OWNER APPLICATION FORM

You can submit your requests within the scope of your rights described in the Article 11 of the Personal Data Protection Law No 6698 by using one of the following methods in accordance with the Article 13 of the Law and the Article 5 of the Communiqué on the Procedures and Principles for Making Applications to the Data Controller. Your request will be answered within 30 days in accordance with the Article 13 of Law No 6698.

The applicant will make an application together with the papers and documents that will prove his/her identity. If these documents cannot be confirmed, no positive answer can be given to the request. For more information, you can review our Personal Data Protection Policy available at www.ferhotel.com.

Application Method	Application Requirements	Application Address	Other Requirements
Personal Application	You can make an application to the address where our hotel operates, personally by verifying your identity or by submitting a power of attorney through a representative. The application may be also made with an application form or a petition, but it must bear original signature.	Fer Hotel Molla Fenari Mah. Türbedar Sk. No: 12 İç Kapı No: 1 Fatih/ İSTANBUL	The application will be submitted in a closed envelope. The statement "Information Request under the Personal Data Protection Law" must be written on the envelope.
Application by Post	You can make an application by sending the application form or petition that bears original signature through post. If the application is made by a representative based on a notarized signature circular, the original power of attorney must be also placed into the envelope.	Fer Hotel Molla Fenari Mah. Türbedar Sk. No: 12 İç Kapı No: 1 Fatih/ İSTANBUL	The statement "Information Request under the Personal Data Protection Law" must be written on the envelope.
Application through Notary Public	You can make an application personally or through a representative via notary public. In this application, the method of receiving the answer must be also indicated.	Fer Hotel Molla Fenari Mah. Türbedar Sk. No: 12 İç Kapı No: 1 Fatih/ İSTANBUL	
Application Through Registered Electronic Mail (KEP)	You can make an application by sending your electronically-signed petition from your KEP address. Unless otherwise indicated, the answer will be sent to your KEP address.	@hs01.kep.tr	"Information Request under the Personal Data Protection Law" must be indicated in the Subject section.
Application Through Electronic Mail	If you have provided us with your e-mail address during check-in to the hotel, you can apply through this	fom@ferhotel.com	"Information Request under the Personal Data Protection Law"

e-mail address. If you have not provided your e-mail address, you can request information via e-mail by indicating your reservation number (voucher), name, surname, date of accommodation at the hotel and room number.

must be indicated in the Subject section.

Your Identity and Contact Information

First and Last Name	
Turkish ID Number: (Passport or Identity Number of Foreign Citizens)	
Notification Address:	
Mobile Phone Number:	
Phone Number:	
E-Mail Address:	

Data Owner Category: Type of your relationship with FER HOTEL

Guest

Please indicate the dates that you stayed at our hotel.

Visitor

Please indicate the dates that you visited at our hotel.

Fer Hotel Employee

Former Fer Hotel Employee

Please indicate the years that you worked:

Intern

Please indicate the years that you did your internship:

Job Applicant

Please indicate the position that you applied for and your application date.....

Employee/Manager of the Company that Provides Services/Products

Please indicate the name of your company and your position in the company.....

Other

Please describe the type of your relationship.....

Please Explain Your Request in Detail

Select the method of receiving response to your request:

I Want to Receive Response By Email

I Want to Receive Response at My Address

I Want to Receive Response By Hand (If the response is received by a representative, a notarized power of attorney or letter of authorization must exist)

Fer Hotel collects the data about the applicant so that it can assess this application. It records the data to send a response to the request within the legal period, upon fully determining the authorization of the applicant, type of the application, relationship of the applicant with Fer Hotel and the data of the relevant person that is processed by Fer Hotel. Fer Hotel reserves its right to request additional documents to determine these details accurately and to prevent the unlawful disclosure of personal data. If the information provided in the request is inaccurate, incomplete or out of date, the responsibility belongs to the applicant.

Applicant's Name and Surname:

Date of Application:

Signature: