



## SERKOÇ OTELCİLİK TURİZM İNŞAAT TAAHHÜT TİCARET A.Ş.

### (LUJO HOTEL) DATA SUBJECT APPLICATION FORM

The Law No. 6698 on the Protection of Personal Data (**"KVKK" or "the Law"**) regulates the rights of data subjects, defined as data subjects, or their legal representatives (**"Applicant" or "Data Subject"**), to make requests regarding the processing of personal data, as stipulated in Article 11 of the KVKK.

In accordance with the first paragraph of Article 13 of the KVKK, requests regarding your general personal data shared with us through the "Book Now" registration form on the <https://lujohotel.com> website, and your personal data collected in the form of cookies on the website, must be submitted to **Serkoç Otelcilik Turizm İnşaat Taahhüt Ticaret Anonim Şirketi ("the Company")**, the data controller, in writing or through other methods determined by the Personal Data Protection Board ("the Board"). Depending on the nature of your request, it will be answered **as soon as possible or within thirty days at the latest from the date it is received by the Company**. However, if the process also requires a cost, a fee may be charged in accordance with Article 7 of the Communiqué.

#### APPLICATION METHOD

- **Application by Mail or in Person:** Applications can be submitted in person or by mail to the following address: Meşelik Mahallesi, Çomça Mevkii Sk. No: 10 Milas/Muğla, along with a completed and signed application form and documents verifying identity.
- **Application by Registered Electronic Mail (KEP):** Applications can be submitted by sending a signed "secure electronic signature" as defined in the Electronic Signature Law No. 5070 to [serkocotelcilik@hs03.kep.tr](mailto:serkocotelcilik@hs03.kep.tr).



- **Application by Email Using Mobile Signature or Secure Electronic**

**Signature:** Applications can be submitted by sending an email to serkocotelcilik@hs03.kep.tr with a signed petition or, if desired, a completed "Application Form" signed with a mobile signature or secure electronic signature.

*If you write "**Request for Information/Correction under the Law on the Protection of Personal Data**" on the application envelope or in the subject line of your email, we would like to remind you that you may receive a faster response.*

Applications can also be made through a notary or other legally valid methods that allow for identity verification. Adhering to the above-mentioned guidelines through the relevant method is recommended, as it increases the likelihood of a positive and swift application process.

#### **DATA SUBJECT APPLICATION FORM:**

| <b>DATA SUBJECT INFORMATION</b>                  |   |
|--|---|
| <b>Name Surname:</b>                             |   |
| <b>Nationality:</b>                              | <input type="checkbox"/> Türkiye <input type="checkbox"/> Other If other please text: ..... |
| <b>Passport ID:</b>                              |   |
| <b>Residential Address:</b>                      |   |
| <b>Registered Electronic Mail (KEP) address:</b> |   |
| <b>E-mail:</b>                                   |   |
| <b>Phone No:</b>                                 |   |

## APPLICATION CONTENTS

**Data Controller to whom the application is submitted**

**Serkoç Otelcilik Turizm İnşaat Taahhüt Ticaret A.Ş**  
Meşelik Mahallesi, Çomça Mevkii Sokak No:10  
Milas / MUĞLA / TÜRKİYE

**Subject of the Request to be Submitted within the Application**

- I want to know if my personal data is being processed.
- If my personal data has been processed, I request information regarding this.
- I want to know the purpose of the processing of my personal data and whether it is being used in accordance with its purpose.
- I want to know the third parties to whom my personal data has been transferred domestically or internationally.
- I request the deletion, destruction, or anonymization of my personal data within the framework of the conditions stipulated by law.
- I request the correction of my personal data due to incomplete or inaccurate processing. (Please provide detailed information about the personal data you wish to have corrected in the explanation section.)
- If changes are made to my personal data upon my request, I request that this be notified to the third parties to whom my personal data has been transferred.
- I request compensation for the damages I have suffered due to the unlawful processing of my personal data. (Please provide detailed information in the explanation section about which data processing activity resulted in your damage, when and how it occurred.)

### **EXPLANATIONS:**

*For a proper response to your application, the scope of your application must be specific, clear, and understandable.*

**ATTACHMENTS:**

*Please indicate if you are sharing any information or documents in the attachments.*

**Method of Responding to Your Application**

*(If no response method is preferred, the application will be responded to via the method it was submitted.)*

- I want it sent to my address. (Sent to the address specified in the application)
- I want it sent to the email address I specified in the application form.  
(If you choose the email method, we will be able to respond to you faster.)
- I want to receive it in person.  
(If receiving it by proxy, a notarized power of attorney or authorization document is required.)

This application form has been prepared to ensure that your requests are answered accurately, completely, and within the timeframe stipulated by law. As the data controller, we reserve the right to request additional documents and information (such as a copy of your national identity card or driver's license) for identity and authorization verification purposes, in order to prevent unauthorized access to



personal data by unauthorized individuals and to ensure the security of your personal data. If the information you provide in this form is inaccurate or outdated, or if you provide false/misleading information or submit an unauthorized application, your application will be rejected, and legal action will be taken against the person who committed the irregularity.

|   |  |
|---|--|
| <b>Date:</b>  |  |
| <b>Applicant's Name and Surname:</b>  |  |
| <b>Signature:</b> <i>Electronic signatures can be used for applications submitted via KEP (Registered Electronic Mail).</i>   |  |
| <i>Please attach information regarding your relationship with the applicant and/or a power of attorney, population register extract, or relevant document demonstrating your authority to represent you, to your application.</i> |  |