**CONTACT PERSON ("PERSONAL DATA SUBJECT") APPLICATION FORM**

**1. General Information on Your Right to Apply**

Pursuant to Article 11 of the Personal Data Protection Law No. 6698 ("KVKK"), the natural person whose personal data is processed ("data subject") has the following rights by applying to the data controller;

(1) To learn whether personal data has been processed, (2) To request information if personal data has been processed, (3) To learn the purpose of processing personal data and whether they are used in accordance with their purpose, (4) To know the third parties to whom personal data is transferred domestically or abroad, (5) To request correction of personal data in case of incomplete or incorrect processing and to request notification of the transactions made within this scope to third parties to whom personal data is transferred,(6) To request the deletion, destruction or anonymization of personal data in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the KVKK and other relevant laws, and to request that the transactions made within this scope be notified to third parties to whom personal data are transferred, (7) To object to the occurrence of a result to the detriment of the person himself/herself by analyzing the processed data exclusively through automated systems, (8) To request compensation for the damage in case of damage due to unlawful processing of personal data.

* You may also submit your requests within the scope of Article 11 of the KVKK to us by using this Application Form, which we have prepared within the framework of Article 13 of the KVKK and the Communiqué on the Procedures and Principles of Application to the Data Controller.
* This Application Form has been issued in order to identify your relationship with us, to determine your personal data processed by us, if any, and to respond to your relevant application accurately and within the legal period.
* Your applications under Article 13 of the KVKK may be charged in accordance with Article 13/2 of the KVKK, Article 6/5 and Article 7 of the Communiqué on the Procedures and Principles of Application to the Data Controller.
* Pursuant to Article 13/2 of the KVKK, your applications submitted to us will be responded to in the shortest time possible and within 30 (thirty) days at the latest, depending on the nature of your request. Our responses will be delivered to you in writing or electronically in accordance with Article 13/3 of the KVKK.
* In order to eliminate the legal risks that may arise from unlawful and unfair data sharing and particularly to ensure the security of your personal data, we reserve the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization.
* In the event that the information regarding your requests submitted within the scope of the form is not accurate and up-to-date or you make an unauthorized application, we do not accept any liability for the requests arising from such incorrect information or unauthorized application.

**2. Application Method**

In accordance with Article 13 of the KVKK and Article 5 of the Communiqué on the Procedures and Principles of Application to the Data Controller, you may submit your application containing your requests within the scope of your rights listed in Article 11 of the KVKK to us by one of the methods described below using this Application Form.

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| **APPLICATION METHOD** | **ADDRESS TO APPLY** | **INFORMATION TO BE PROVIDED IN THE APPLICATION** |
| **Application in Writing**  (In person with wet signature or through a Notary Public) | Ramses Turizm İşletmeleri Danışmanlık Organizasyon Havacılık Tic. Ltd. Şti.  Yenigöl Mah. Serik Cad. Antalya Havalimanı No:100 Muratpaşa/Antalya | “Information Request within the scope of the Personal Data Protection Law” will be written on the envelope. |
| **Via Registered Electronic Mail (REM)** | [ramsesturizm@hs01.kep.tr](mailto:ramsesturizm@hs01.kep.tr) | “Information Request within the scope of the Personal Data Protection Law” will be written in the subject section of the e-mail. |
| **By using your e-mail address registered in our system** | [kvkk@rms.com](mailto:kvkk@rms.com) | “Information Request within the scope of the Personal Data Protection Law” will be written in the subject section of the e-mail. |
| **By using your e-mail address that is not in our system including mobile signature/e-signature** | [kvkk@rms.com](mailto:kvkk@rms.com) | “Information Request within the scope of the Personal Data Protection Law” will be written in the subject section of the e-mail. |

**3. Your Identity and Contact Information**

Please fill in the fields below in order for us to contact you and verify your identity.

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| --- | --- | --- |
| Name-Surname | : |  |
| Turkish Identity Number  Passport Number or Identity Number for Citizens of Other Countries | : |  |
| Residential/Workplace Address for Notification | : |  |
| Cell Phone | : |  |
| Telephone Number | : |  |
| Fax Number | : |  |
| E-mail Address | : |  |

**4. Please specify your relationship with Us**

|  |  |
| --- | --- |
| ☐Legal entity customer officer/employee  ☐Employee  ☐Visitor  ☐Business Partner/SolutionPartner/Advisor | ☐Former employee  ☐Third party company employee  ☐Other: …..……….…….……..………..…….. |
| Please provide details of your relationship with us:........................………………....……….. | |

**5. Please specify your request in detail within the scope of Article 11 of the KVKK:**

Information and documents regarding your request must be attached to your application.

We can support you faster if you can specify the department/authorized person with whom you have communicated with us while stating your request.

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| In line with the requests I have stated in this Application Form, I request that my application to you be evaluated in accordance with Article 13 of the KVKK and that I be informed.  Applicant (Personal Data Subject) Name Surname:  Date:  Signature: |