

BH CONFERENCE & AIRPORT HOTEL ISTANBUL

DATA SUBJECT APPLICATION FORM

1. APPLICATION METHOD

If you have a request concerning your rights as defined in Article 11 of the Personal Data Protection Law numbered 6698 (“Law”), you can fill out this form to submit it to BH Conference & Airport Hotel, as per Article 13 of the Law and Article 5 of the Communiqué on the Procedures and the Principles of Application to Data Controllers.

	APPLICATION METHOD	RECIPIENT ADDRESS	INFO NEEDED TO BE SHOWN IN THE APPLICATION
1. Hard Copy Application	Personal application with wet signature, given in person, with registered letter or sent via a notary public	BH CONFERENCE & AIRPORT HOTEL ISTANBUL E-5 Karayolu Üzeri, No:20, Küçükçekmece, Istanbul, Turkey	The following statement should be written on the envelope/notification: “Request for Information in the Context of Personal Data Protection Law”
2. Application via E-mail	By sending an e-mail	privacy@bhistanbulhotel.com	The subject line should read: “Request for Information in the Context of Personal Data Protection Law”

2. Your ID and Contact Details

Please fill in the section below to enable us to contact you and to verify your identity:

Name and Surname:	
Turkish Republic Citizenship Number, or for foreign nationals: Passport Number or ID Card Number:	
Residential Address/Workplace Address:	
Mobile Phone Number:	
Landline Number:	
E-Mail Address:	

3. Your Status in Relation to the Company

Guest/ Parent or Legal Guardian Thereof:

Visitor

Employee:

Former Employee

Other (please specify):

4. Request Details

Please explain your request clearly. Any documents related to the matter should be attached to the application.

5. Please Select a Reply-To-Address

Please reply to my residential / workplace address which I have indicated under item 2 above.

Please reply to my e-mail address which I have indicated under item 2 above.

I kindly request that you assess my application as per Article 13 of the Law and that you let me know the outcome.

I hereby acknowledge, declare and undertake that the information and the documents I supplied with this application are true and up-to-date, I understand that the Company may ask for additional information to reach a conclusion about my request, and that in the case any extra charges occur, I have been informed that I may have to pay the amount set by the Personal Data Protection Board.

Applicant's (Data Subject's):

Name-Surname:

Application Date:

Signature: