**INDIGO GROUP TOURISM AND TRADE INC.**

**APPLICATION FORM FOR PROCESSING PERSONAL DATA**

**1. General Information**

In accordance with Article 20 of the Constitution of the Republic of Turkey, everyone is entitled to demand the protection of personal data concerning themselves. This right includes the individual being informed about his personal data, accessing this data, requesting correction or deletion of it, and learning whether it is used for the right purposes.

Law No. 6698 on the Protection of Personal Data (“KVKK”) has granted the relevant persons the rights set out in Article 11 of the KVKK regarding the processing of personal data.

According to Paragraph 1 of Article 13 of the KVKK, if the applications to Indigo Group Tourism and Trade Inc. ("Company") are made in writing, assessment of the rights of personal data owners and necessary information to personal data owners will be carried out through the Data Owner Application Form.

**2. Right to Apply**

**2.1. Application Topics**

In accordance with Article 11 of the KVKK, anyone whose personal data is processed can apply to our Company and make requests regarding the following matters:

* To learn whether their personal data has been processed or not
* To request information regarding their personal data if the data has been processed
* To learn the purpose of processing their personal data and whether they are used in accordance with their purpose
* To learn about third parties and whether their personal data has been transferred domestically or internationally
* To request correction of personal data if it is incomplete or incorrectly processed and request notification to be sent regarding this correction to third parties to whom personal data is transferred
* If the reasons requiring the processing of personal data are eliminated, requesting deletion, destruction or anonymization of them and requesting a notification to be sent to the third parties to whom the personal data is transferred
* To object to the results of the outcome after the data has been analyzed exclusively through automated services if the outcome is against the owner
* To request compensation in the event that personal data processed has caused damage due to unlawful processing.

**2.2. Situations Exempt the Right to Apply**

Pursuant to Article 28 of the KVKK, it will not be possible for personal data owners to claim their rights in the following situations:

* The processing of personal data by real persons within the scope of activities related to them or their family members living in the same residence, provided that they are not given to third parties and obligations regarding data security are complied with
* Processing personal data for purposes such as research, planning, and statistics by making it anonymous with official statistics
* Provided that they do not violate privacy or personality rights or constitute a crime against the data owner, processing their personal data for art, history, literature or scientific purposes, national defense, national security, public security, public order, economic security
* Processing personal data within the scope of preventive, protective, and intelligence activities carried out by public institutions and organizations authorized by law to provide national defense, national security, public security, public order, or economic security
* Processing of personal data by judicial authorities or enforcement authorities regarding investigations, prosecutions, trials, or enforcement proceedings.

Pursuant to Paragraph 2 of Article 28 of the KVKK, data owners will not be able to claim their rights in the following situations, except for the right to demand compensation of loss:

* If personal data processing is necessary for the prevention of crime or for criminal investigations
* If the processing of personal data is publicized by the person concerned
* If the personal data processing is necessary for the disciplinary investigation or prosecution by authorized public institutions and organizations and professional institutions that are public institutions based on the authority given by the law
* If personal data processing is necessary for the protection of the State's economic and financial interests in relation to budget, tax, and financial matters.

**3. Application Method**

In accordance with Article 13 of the KVKK and Article 5 of the Communiqué Regarding the Application Procedures and Principles for Data Responsible and Article 13 of the KVKK, you can send your application to our Company by one of the methods described below.

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|  | **Application method** | **Address for the application**  | **Information to be specified while applying** |
| **1. Written application**  | Needs to contain a wet signature, personal application, by post or notary | Yukarı Mah. Eski Göreme Cad. No.33 Uçhisar, 50240 Nevşehir | On the envelope “Personal Data Under the Protection Law Information Request” should be written |
| **2. Application by e-mail** | Using your e-mail address, you should include a mobile signature/e-signature | indigoas@hs01.kep.tr | In the subject line “Personal Data Under the Protection Law Information Request” should be written |

Your applications sent to us will be answered free of charge within 30 (thirty) days from the date of receipt of your request, depending the nature of your demand, according to Paragraph 2 of Article 13 of the KVKK. Our responses will be sent to you in writing or electronically in accordance with the provisions of Article 13 of the KVKK. In cases where costs are incurred, a fee may be charged according to the fee schedule determined by the Personal Data Protection Authority. In cases where the application is caused by the error of our Company, the fee collected will be returned to you.

**4. Your Identity and Contact Information**

Please fill in the fields below so that we can contact you and verify your identity.

**Name/Surname:** ….………………………………………………………………………………

**T.C. Identification Number or Passport Number or Identity Number for Citizens of Other Countries:** ………………………………………………………….

**Notification Address / Work Address:**

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**Mobile phone no.:** ………………………………………..

**Phone no.:** ………………………………………………...

**Fax number:** ……………………………………………....

**E-mail address:** …………………………………………..

**5. Please indicate your relationship with our Company (such as customer, business partner, employee candidate, ex-employee, third-party company employee, shareholder)**

☐ Customer ☐ Visitor

☐ Business partner ☐ Other ……………………………………………………………….…

Unit you are in contact with within our company: …………………………………………....

Subject: …………………………………………………………………………………………..

☐ I used to be an employee

Years I worked: ………………………………………………………………………………….

☐ Other: ……………………………………………………………………………………........

☐ I made a job application/shared my resume

Date:

☐ Other company employee/third party. Please specify the company and information about your position …………………………………………………………………………………….

**6. Please indicate any requests in detail under the Law:**

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**7. Please select the method of notification of our response to your application:**

☐ I want it sent to my address ☐ I want it sent to my e-mail address

☐ I want to receive it by hand

This application form has been issued in order to determine your relationship with our Company, and to determine your personal data processed by our Company, , if any, and to respond to your relevant application in a timely and legal manner. Our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) in order to eliminate the legal risks that may arise from unlawful and unfair data sharing and especially to ensure the security of your personal data. In the event that the information regarding the requests you submit within the form is not correct and up to date, or an unauthorized application is made, our Company does not accept any liability for such wrong information or requests arising from unauthorized application.

**Applicant (Personal Data Owner) Name/Surname:**

**Application date:**

**Signature**: