**APPLICATION FORM**

**In accordance with Article 13 and Article 5 of the Communiqué on Procedures and Principles of the Application to Data Controller, you can send this application form to a data processing officer in one of the following ways, in compliance with your rights described in** **Article 11 of the Personal Data Protection Law no. 6698. Your request will be answered within 30 days in accordance with Article 13 of Law No. 6698.**

**The applicant must submit documents which will prove his/her identity. If the documents cannot be confirmed, there will be no positive response. For detailed information, you can review our Personal Data Protection Policy at** [**www.spice.com.tr**](http://www.spice.com.tr) **.**

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| Application Method | Requirements | Application Address | Other Requests | |
| Personal Application | You can contact directly to the hotel address confirming your identity or providing a power of attorney. The request may be in the form of an application or petition, but confirmed by the original signature. | Spice Hotel & SPA İskele Mevkii 07506 Belek/Antalya | | It will be given with a closed envelope. "Request for Information under the Personal Data Protection Act" will be written on the envelope |
| Application by Mail | You can submit an application by sending an application form or a petition with the original signature by mail. If the application is submitted through a notarized power of attorney, the original power of attorney must be placed in an envelope. | Spice Hotel & SPA İskele Mevkii 07506 Belek/Antalya | | "Request for Information under the Personal Data Protection Act" will be written on the envelope |
| Application via Notary | You can apply in person or through a notarized power of attorney. In this application, it should be noted by which method you want to receive an answer. | Spice Hotel & SPA İskele Mevkii 07506 Belek/Antalya | |  |
| Application via Registered e-mail (KEP) | You can apply by submitting your petition signed with your electronic signature from your KEP address. Unless otherwise stated, the answer will be sent to your KEP address again. | ickaletur@hs01.kep.tr | | Submit with the title "Request under the Personal Data Protection Act" in the subject section. |
| Application via e-mail | If you have provided us your e-mail address to contact you at the time of arrival, you can apply via this e-mail address. If you have not given your e-mail address, you can request information by email by specifying the reservation number (voucher/konfirme  ), name, surname, date and room number you stayed at the hotel. | kvkk@spice.com.tr | | Submit with the title "Request under the Personal Data Protection Act" in the subject section. |

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| --- | --- |
| **Your Identity and Contact Information** | |
| **Name/ Surname:** |  |
| **Turkish Identification Number ( For foreign citizens, Passport or Identity Card)** |  |
| **Address for Notification:** |  |
| **Mobile Phone:** |  |
| **Home Phone:** |  |
| **E-mail:** |  |

**Applicant Category:** Type of your relationship with SPICE HOTEL & SPA

☐ Guest

Please indicate the date you stayed at our hotel. ..........................................................

☐ Visitor

Please indicate the date and time you visited the hotel. ..........................................................

☐ Spice Hotel Employee

☐ Spice Hotel Former Employee

Please indicate the years you worked: ..............................................................

☐ Intern

Please specify the years of your internship: ...............................................................

☐ Job Applicant

Please enter the application date and position you are applying for:...............................................................

☐ İçkale A.Ş. Employee

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

☐ Operating personnel / Supplier company employee / Authorized representative

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

☐ Other

Please describe the category type of relation...............................................................

**Please Specify Your Request in Details**

**Select the method of notification in response to your request:**

☐ Reply will be sent by e-mail

☐ Reply will be sent to the address indicated

☐ I want to receive an answer personally (In case of receipt by proxy, a notarized power of attorney or certificate of acknowledgement is required)

Hotel Spice receives information from the above-mentioned applicant and analyzes the application. The applicant’s credentials, the quality of the application, the applicant’s relationship with Spice & SPA Hotel, as well as data regarding the relevant person, are processed and recorded in order to be able to respond during the legal period. Spice Hotel & SPA reserves the right to request additional documents to correctly identify and prevent the illegal exchange of personal information. If the information contained in the request is inaccurate, incomplete or outdated, the responsibility will be assigned to the applicant.

**Applicant’s Name & Surname:**

**Application Date:**

**Signature:**