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DATA SUBJECT APPLICATION PROCEDURE

1. PURPOSE

The Data Subject Application Procedure ("*Procedure*") has been prepared for the purpose of defining the relevant person applications to Labiance Uluslararası Turizm ve Organizasyon A.Ş. ("LaBiance Turizm A.Ş."), the acceptance, examination, rejection and response processes of the applications within the scope of the Personal Data Protection Law No. 6698 of the Republic of Turkey ("*Law*") and the Communiqué on the Procedures and Principles of Application to the Data Controller dated 10.03.2018 and numbered 30356.

2. SCOPE

The scope of this procedure is the systematic evaluation of the requests received from the data subjects based on the definitions of personal data and sensitive personal data in accordance with the law.

3. GENERAL RULES

3.1. Right to Apply and Procedure

Within the scope of the rights specified in Article "11." of the Law, the relevant person must submit their requests in Turkish in accordance with the relevant communiqué and the information specified below must be included in the request in full. Otherwise, LaBiance Turizm A.Ş. may reject the request by explaining the reason.

1. Name, surname; signature if the application is in writing,
2. Turkish Republic ID number for citizens of the Republic of Turkey, nationality, passport number or ID number, if any, for foreigners,
3. Residential or workplace address for notification,
4. Electronic mail address, telephone and fax number for notification, if any,
5. Request subject detail.

In addition to the above, relevant information and documents may be attached to the request. The relevant person realizes his/her requests within the scope of Article "11." of the KVKK through one of the following channels in accordance with the relevant communiqué.

a) Application made by hand in person

In the case of manual applications, the person's application is accepted upon confirmation of identity. The employee who receives the application, after performing the identity check, indicates on the form that the identity confirmation has been made. Applications made through this channel are only received by the relevant unit of LaBiance Turizm A.Ş. and forwarded to LaBiance Turizm A.Ş. KVKK Officer to prepare a response letter.

b) Application to Registered Electronic Mail Address

Applications made by the relevant person to LaBiance Turizm A.Ş registered e-mail address "info@LaBiance.com" are received by the relevant unit of LaBiance Turizm A.Ş. and forwarded to LaBiance Turizm A.Ş KVKK Officer to prepare a response letter. Applications made through this channel should only be made through the cap address of the relevant person and there is no need for further identity confirmation.

c) Application made with E-Signature or Mobile Signature

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 **Адрес Address**
Kızılırmak Mah. Dumlupınar Bulvarı: No:3C1-160
Next Level Plaza Çankaya, Ankara, TÜRKİYE

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 **info@LaBiance.com**
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Applications made by the relevant person to LaBiance Turizm A.Ş. "info@LaBiance.com" e-mail address with electronic signature and/or mobile signature are met by our IT Unit. If the signature cannot be verified with the secure electronic signature application, the relevant person is directed to the appropriate channel.

d) Application via Personal E-mail Address

Applications made to the e-mail address "info@LaBiance.com" of LaBiance Turizm A.Ş. using the e-mail address previously notified to LaBiance Turizm A.Ş. by the relevant person and registered in the system of LaBiance Turizm A.Ş. are received by the IT Unit and the relevant unit or the KVKK Officer checks whether the e-mail address is registered in the system. If it is registered, a response letter is prepared by the KVKK Officer, and if it is not registered, a return is made with the "Forwarding Template to the Appropriate Channel".

3.2. Identity Confirmation

Before the requests received through the above-mentioned written channels are met, identity confirmation is made by the methods specified in the table below.

Application Channel	Authentication Method	Related Team
In person by Hand	Identity is confirmed by identity check and the identity check is specifically indicated on the form by the relevant personnel.	Front Office
'KEP'	Since the application is received from the 'kep' address of the person concerned, there is no need for further identity confirmation.	Accounting
Electronic Signature or Mobile Signature via Personal E-mail	The electronic signature on the submitted application form is checked whether the file is signed with the secure electronic signature application. If the signature cannot be verified with the secure electronic signature application or if the form was sent with a mobile signature, the relevant person is directed to the appropriate channels.	IT
Via Personal Email	Check if it is one of the registered e-mail addresses.	IT

Review of the Application:

LaBiance Turizm A.Ş. KVKK Responsible must be determined.

The KVKK Officer examines the request by checking that the identity confirmation regarding the request has been made.

Checks whether the request is any of the information request, change of information request and deletion requests classified as standard requests.

If the request is a standard request, it determines which group (customer, employee, 3rd party, etc.) the real person whose personal data is processed belongs to, with the support of the relevant team.

3.4. Response Process and Aftermath

Request for the Responsible Officer authorized by LaBiance Turizm A.Ş. to respond to applications;

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2. As soon as possible and within thirty days at the latest, depending on its nature,
3. Free of charge (for answers up to 10 pages),
4. It concludes by notifying in writing or electronically upon the request of the relevant person.

It returns to the data subject by selecting the appropriate one from the standard response templates according to the application subject specified in the table below.

Data Owner	Application Subject	Related Standard Template
Contact Person	Requests for information about the personal data kept in LaBiance Turizm A.Ş., for what purpose it is processed, 3rd party transfers, etc.	Response Template for Customer Requests - Information Request
Contact Person	Requests for correction and / or updating of personal data kept at LaBiance Turizm A.Ş.	Response Template for Customer Requests - Update Request
Contact Person	Requests for deletion of personal data held at LaBiance Turizm A.Ş.	Response Template for Customer Requests-Deletion Request
Contact Person	What are the personal data kept in LaBiance Turizm A.Ş., for what purpose it is processed, 3rd party transfers, correction, deletion, etc. requests containing incomplete information within the requests	Missing Information Response Template
Contact Person	Requests to be responded negatively (requests for deletion and requests that must be kept by law, etc.)	
Contact Person	Requests regarding personal data not available at LaBiance Turizm A.Ş.	Negative Response Template

All non-standard requests are subject to separate evaluation by the KVKK Officer. KVKK Officer:

3. Examines the request,
4. It holds meetings with the relevant units upon request,
5. Prepares the appropriate response to the request.

If the data subject's application will be responded to in writing;

Up to 10 (ten) pages are not charged. 1 (One) Turkish Lira transaction fee may be charged for each page over 10 (Ten) pages. If the response to the application is given in a recording medium such as CD, flash memory, the fee that may be requested by LaBiance Turizm A.Ş. cannot exceed the cost of the recording medium. In case the application is caused by the ancestor, the fee charged shall be returned to the person concerned.

4.ACTION

In case of violation of this procedure, the KVKK Officer must be notified immediately. LaBiance Turizm A.Ş. reserves the right, at its sole discretion, to impose disciplinary action, terminate, suspend or suspend the employment contracts of persons who violate the procedure, or to apply for judicial remedy, and to make claims regarding persons who violate the procedure and do not fulfill other requirements related to the protection of personal data.





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ANNEX-1: APPLICATION FORM TO THE DATA CONTROLLER

- **Contact details of the Data Subject:**

Name-Surname
 TR Identity Number:
 Telephone/Fax Number:
 *Electronic mail address
 Workplace or Residence Address:

- **Please specify your relationship with our Company as a data subject (Customer, employee, former employee, third party company employee, etc.) (To be filled in case of receiving/having received services!)**

<input type="checkbox"/> Customer	<input type="checkbox"/> Former Customer	<input type="checkbox"/> Other:
Service Received Units:		

To be filled in if you are/were employed by LaBiance Turizm A.Ş. or if you are a third party employee

<input type="checkbox"/> Current Employee	<input type="checkbox"/> Job Application / Resume Sharing Date :	<input type="checkbox"/> Other:
<input type="checkbox"/> Former Employee	<input type="checkbox"/> I am a Third Party Company Employee
Years I Worked :	Please specify the company and position you work for	

4. Please specify your request in detail within the scope of the Law on the Protection of Personal Data:

.....

Attach the information and documents related to the subject of the request to the application.

Description:

Fill out this form and send a signed copy to

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5. "Kızılırmak Mahallesi, 1443. Cadde, 1071 Usta Plaza B Blok, Floor 18, Interior Door No: 131, Çankaya, Ankara, Turkey" in person by confirming your identity; or
6. info@LaBiance.com mail address or
7. You can send your secure electronic or mobile signature to <https://www.labiance.com/> or
8. By ensuring that your identity is confirmed, you can forward it to us through other procedures specified in the Law and the relevant legislation.

This application form, which you have filled out, has been issued in order to determine your relationship with our Company and to respond to your application regarding your personal data processed by our Company, if any, in a complete and accurate manner and within the legal period. 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, our Company reserves the right to request additional documents and information (copy of identity card or driver's license, etc.) for identification and authorization. Our Company is not responsible for any problems that may arise during sending to the address/email. In the event that the information regarding your requests submitted within the scope of the form is not correct and up-to-date or an unauthorized application is made, our Company does not accept any liability for the requests arising from such incorrect information or unauthorized application.

Application Date :
Applicant Name Surname :
Signature :

Date of Receipt of Application :
Name and Surname of the Applicant:
Signature :

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