

## **CLUB PATARA HOUSES TIMESHARE MANAGEMENT INFORMATION**

### **NOTE FOR GUESTS**

The text herewith covers all Potential Product or Service Recipients themselves/themselves, their staff-their acquaintances and/or their authorized officials whose personal data have been entered by us. As Club Patara Houses Timeshare Management (which will hereinafter be referred to as "Company") we would like to provide you with information on your rights regarding protection of your personal data within the framework of Act No. 6698 on Protection of Personal Data (which will hereinafter be referred to as KVKK).

#### **I- Data Processing Supervisor**

"Company" which is located at Kalkan Mah. Zeytinlik Cad. No:26 Kalkan Kaş Antalya has been processing data within the framework of KVKK on financial and residential security, legal procedures, communication, identification, accommodation, professional experience, customer operation, marketing and health issues.

#### **II-Purpose of Processing Personal**

Your personal data will be processed in order to carry out the following management activities: to ensure conduct in compliance with legislation, to carry out financial and accounting procedures, to ensure residential security, to carry out employment procedures, to carry out and follow-up legal procedures, to carry out communication activities, to plan human resources activities, to carry out and supervise work activities, to carry out vocational safety and health activities, to conduct activities on ensuring sustainability in work, to conduct work related to accommodation periods, to conduct procedures on procurement of goods/services, to conduct studies on marketing analysis, to carry out advertisement/promotion/campaign activities, to carry out archiving work, to monitor contractual periods, to provide security for assets and asset sources, to conduct procedures on marketing of goods/services, to ensure security of data processing procedures by informing competent bodies, authorities and organisations.

#### **III- Rules on Sharing of Data (to whom and for what purpose)**

In order to carry out procedures regarding the accommodation services and to fulfil legal obligations, your personal data will be shared with the authorised state institutions and organisations as well as with other entities; In order to proceed with financial and accounting activities, conduct and follow-up of legal procedures, communication activities, procurement of goods/services, archiving

work, monitoring of contractual periods, agents, law offices, security, dry cleaning, web services, accounting offices and other supplier companies and their personnel.

#### **IV-Procedures for Collection of Personal Data and the Legal Reason**

In accordance with Article 5 and 6 of the KVKK your personal data is derived by automatic or non-automatic ways in written, verbal or electronic channels as a legal obligation of signing an agreement by direct consent. In this context, in non-automatic method, telephone or face-to-face communication, preparation of invoices, providing information and relevant documentation system is used and in automatic method, camera monitoring system present in common areas, website/online and e-mail communication systems are used.

#### **V- Your Rights in Article 11 of KVKK**

Your rights under the title of “rights of the relevant person” stated in Article 11 of KVKK are as follows:

- a) To learn if the personal data is processed or not
- b) To require information on the personal data which has already been processed,
- c) To learn the purpose of processing of personal data and to learn if such data is used for a valid purpose
- ç) To learn the third parties the personal data is shared with - (both local and foreign)
- d) To require correction of error(s) in personal data or completion of missing data if any,
- e) In accordance with the conditions set out in Article 7, requisition of deletion or elimination of the personal data,
- f) Requisition of conveyance of the procedures conducted in accordance with items (d) and (e) to the third parties with whom data is shared,
- g) Objection to be in a disadvantageous status resulting from an exclusive automatic analysis of personal data processed,
- ğ) Applying for compensation of any loss resulting from illegal data processing.

For any application regarding your personal data, after completion of the Application Form, in accordance with Article 11 and Item 1 of Article 13 of KVKK and the Notification on Regulations for Application to Data Processor you can apply to:

- a)By applying in person to our Head Office of our company at Kalkan Mah. Zeytinlik Cad. No:26 Kalkan Kaş Antalya
- b)In writing through a notary or registered mail in order to certify your identity correctly to avoid any misleading.
- c-) Through your e-mail address previously informed and registered

in Company to our e-mail address "finans\_md@pataraprince.com" or any other methods to be specified by the Assembly.

Your requisitions in your application will be concluded within latest thirty days without any charge. However, any cost incurred during the procedure will be based on the price list stated in the Announcement on "Rules Regarding Application to the Data Processor" by the "Personal Data Protection Council".

I hereby read this Information Note, understood its contents and informed by the data processing supervisor "Company" on my rights stated in the Article 11 of the relevant Law 6698 on Protection of Personal Data and Article 10 of the same Law defining to whom my personal data will be processed, with whom my personal data will be shared, and methods of data collection and the legal purpose.

**Name :**

**Date :**

**Signature :**