



PERSONAL DATA RETENTION AND DISPOSAL POLICY

Our hotel places great importance on the protection of personal data belonging to guests, employees, visitors, suppliers, and all other stakeholders. In this regard, our hotel undertakes to act in compliance with all applicable national legislation, primarily the **Turkish Personal Data Protection Law No. 6698 (KVKK)**.

Personal data processed within our hotel is retained only to the extent necessary for fulfilling legal obligations and for the provision of services.

No photocopies or photographs of accommodation guests' identity cards and/or passports are taken, scanned, or stored as images in any physical or digital system. Identity verification is carried out solely within the scope of legal obligations and limited to the required information.

All photocopies of identity cards and/or passports belonging to accommodation guests from previous periods have been disposed of.

Personal data is securely stored by taking the necessary technical and administrative measures to protect it against unauthorized access, loss, misuse, alteration, or disclosure.

In cases where the legal grounds requiring the retention of personal data cease to exist, such data is deleted, destroyed, or anonymized in accordance with applicable legislation.

Our hotel employees are obliged to maintain the confidentiality of personal data they access within the scope of their duties, and this obligation continues even after the termination of employment.

This policy is updated when necessary in line with changes in applicable legislation and hotel practices and is binding for all employees.