

LAW ON THE PROTECTION OF PERSONAL DATA INFORMATION NOTE

To whom it may concern,

The Law on the Protection of Personal Data no. 6698, which aims to protect the fundamental rights and freedoms of persons, especially the privacy of life, and to regulate obligations of natural and legal persons processing data and the procedures and principles they should follow when doing so, was published in the Official Gazette on 7 April 2016 and according to the article governing the entry into force of the law, articles 8, 9, 11, 13, 14, 15, 16, 17 and 18 of the concerned Law took effect as of 7 October 2016.

Under the Law on the Protection of Personal Data, at İhsan Doğramacı Foundation and Schools, the personal data demanded from and/or shared by you might be processed and retained in a way relevant with, limited to and proportionate to the purposes for which they are processed, and maximum care will be taken for the security of personal data.

Personal data belonging either to you or to people whose data you have the right to share may be collected in any oral, written or electronic medium through channels such as school application and registration forms, our websites and your e-mails, mobile applications, collected forms, health reports, *e-okul*, *mebbis* systems, school and course management systems, educational software platforms, contracts, applications, forms, proposals, sound and video recordings, cookies used by our computers to recognize you in website visits, etc. by student affairs and registration units and other school employees, administrative and academic units, secretariat, reception and security offices, our school and program partners in Turkey and abroad, and transportation bus company and other companies which provide us services.

The purposes and legal bases of processing and transfer of your personal data include, besides fulfillment of legal and contractual obligations, carrying out the relations between the school and students, updating contact information, opening and follow-up of student and parent registrations, provision of all our services, conducting the registration and ensuing procedures, meeting financial requirements including invoicing, enabling relevant units to contact you and ensuring your satisfaction in general, identifying your needs, guaranteeing the legal and physical safety of our institution, our students and yours, continuation of education and other services in line with the demands of the legislation, contracts and technology, improvement of our services, undertaking promotional activities, carrying out analyses, management of all records and documents in line with the purpose of processing, fulfillment of data storage, reporting and information obligations provided for by the legislation, relevant regulatory institutions and other authorities, ensuring your use of schools and programs in Turkey and abroad and meeting other requirements laid down in the legislation.

Persons/institutions to which the personal data you shared with us for the purposes listed above can be transferred are the Ministry of National Education and other relevant institutions and organizations allowed and/or required by statutory provisions, Bilkent University and our other schools, schools and our program partners at home and abroad, persons and firms which offer us services and/or which we direct you to use their services, persons and institutions whose services we use or with whom we

cooperate to carry out our operations, persons, firms and our units and personnel who can take measures and make the necessary interventions, particularly in relation to health problems, and other third persons who are responsible for and support us in taking security measures such as safeguarding your personal data, preventing unauthorized access and unlawful processing.

Pursuant to articles 10 and 11, as well as other relevant articles of the Law on the Protection of Personal Data, you are entitled to contact us at any time, to access your processed personal data, to request information about data processing, to learn the purpose of processing of your personal data and whether the data is used for intended purposes, to know the third parties to whom your personal data is transferred at home or abroad, to request the rectification of incomplete or inaccurate data, if any, to request the erasure or destruction of your personal data upon disappearance of reasons which require processing, although your data was processed under the provisions of relevant laws, to request notification of third parties to whom your data was transferred of your use of the right to request the erasure or destruction of your personal data, to object to the processing, exclusively by automatic means, of your personal data, which leads to an unfavorable consequence for you, and to request compensation for the damage arising from the unlawful processing of your personal data.

Detailed information about the Policy on the Processing - Protection and Destruction of Personal Data and your rights can be found at <https://blis.k12.tr/data-protection/>