

This Disclosure Text on the Processing of Personal Data is valid for the data held by the School, which acts as the data supervisor, of the relevant person group specified in the upper right box.

1. WHY DO WE SEND THIS TEXT ?

With this "Notification" letter, ENKA Spor Eğitim ve Sosyal Yardım Vakfı İşletmesi Private Preschool, Primary School, Middle School, and High School(as "ENKA","School" or "the data supervisor"), and according to the Law on Protection of Personal Data No. 6698 ("KVKK") and the notification regarding the procedures and principles to be complied with, the Law on Protection of Personal Data which was published in the Official Gazette No. 30356 on 10.03.2018, in line with the following articles: art. 10 "Informing Obligation of Data Supervisor", art. 11 "Rights of the Relevant Person", and the Principles and Procedures to be Complied with in Fulfilling the Clarification Obligation within the framework of Articles 4 and 5, please be informed that it has been arranged to provide information about the purpose for which your personal data will be processed, to whom and for what purpose your processed personal data can be transferred, the method and legal reason for the collection of your personal data, and your other rights listed in Article 11 of the KVKK.

2. THE CLARIFICATION TEXT IS ABOUT:

Which of your data is collected

- For what purpose your data is processed
- Who your data is shared with
- Legal reason for collecting your data
- Destruction of your data
- Rights you have under KVKK

3. Which of Your Data We Will Process

By filling out the form titled "Subscribe to the Announcement List" located at the URL address <https://www.enka.k12.tr/kocaeli/>; if you give permission to send commercial electronic messages via e-mail, based on your explicit consent;

| | |
|-------------------------------|---|
| Contact Information | E-mail address |
| Transaction Security | IP Address, Website Login-Logout Log Records, System Log Records |
| Legal Transaction Data | Your approval and rejection records regarding sending commercial electronic messages |
| Marketing Data | Commercial electronic message content sent to you, date and record of sending commercial electronic messages |

4. WITH WHOM AND FOR WHAT PURPOSES DO WE SHARE YOUR PERSONAL DATA?

In case of legal obligations or the conditions of Articles 8/2 and 9 of the KVKK, your personal data is shared with our lawyer, judicial and administrative authorities requesting information, third party persons or persons from whom our School will receive service in order to achieve the declared purposes or with public institutions or organizations authorized to request such data due to a legal obligation, in an accurate and up-to-date manner, in accordance with the law and the rule of honesty, within the scope of specific, clear and legitimate purposes, and on condition that it is limited and proportionate, for the purposes of exercising our right to legal defense in the event of a possible legal dispute, investigation, judicial or administrative audit and other cases, and responding to other official or legal requests for information and documents.

Our school uses Microsoft solutions while conducting its education and training and commercial activities and uses Office 365 applications (Word, Excel, PowerPoint, Outlook Teams, OneDrive, etc.) and Microsoft Exchange Online e-mail provider. When using these applications ('MS Solutions'), the personal data contained in the application (both the information entered by you and the information entered by our School) (for example, if e-mail correspondence is made with you, the personal data contained in the e-mail message) will be transferred to Microsoft Ireland Operations Limited, whose servers are located in the European Union due to the nature of the technical process. Our school has signed a standard contract with Microsoft Ireland Operations Ltd. in accordance with Article 9/4(c) of the KVKK and personal data transfers to be made abroad through the use of MS Solutions are carried out in accordance with the provisions of the KVKK and securely.

Similarly, our School uses Google solutions while conducting its education, training and commercial activities, and within this scope, while using Google Cloud Platform and Google Workspace applications ("Google Solutions"), personal data (whether entered by you or by our School) included in the application (for example, some personal data about you hosted in the cloud file storage application called Google Drive, personal data included in the e-mail sent if sent from the Gmail e-mail service provider) will be transferred to the company titled Google Cloud EMEA Limited whose servers are located in the European Union due to the nature of the technical process. Our School has signed a standard contract with the company titled Google Cloud EMEA Ltd. in accordance with Article 9/4(c) of the KVKK, and personal data transfers to be made abroad by using Google Solutions are carried out in accordance with the provisions of the KVKK and securely.

5. WHAT IS THE Method and Legal Reasons of Collecting Personal Data?

We COLLECT your personal data automatically by filling out the membership form for the announcement list specified in section 3, through cookies during your site visits; WE PROCESS them by recording them digitally in the information system, storing them on a physical server and cloud server, and creating databases, making lists, filling out documents, writing petitions, filling out forms, etc., by automatic or non-automatic means, depending on the nature of the work and the nature of the personal data requested/required to be processed.

6. WHAT ARE THE PURPOSES AND LEGAL REASONS FOR PROCESSING YOUR PERSONAL DATA?

| Personal data category | Purposes of Processing | Legal reasons |
|------------------------|---|--|
| ID Information | Your personal data is processed for the purposes of carrying out communication activities, communicating requests and complaints, conducting necessary investigations in accordance with the subject of communication, providing feedback regarding the subject of communication, following up on requests and complaints, and providing information to authorized persons, institutions and organizations. | "It is mandatory for the data controller to fulfill his legal obligation" as regulated in subparagraph (ç) of Article 5/2 of Law No. 6698. "Data processing is mandatory for the establishment, exercise or protection of a right" as regulated in subparagraph (e) of Article 5/2 of Law No. 6698. "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person" as regulated in subparagraph (f) of Article 5/2 of Law No. 6698. |
| Contact Information | Your personal data is processed for the purposes of carrying out communication activities, transmitting requests and | "It is mandatory for the data controller to fulfill its legal obligation" as regulated in |

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|----------------------|---|--|
| | complaints, conducting necessary investigations in accordance with the subject of communication, providing feedback regarding the subject of communication, following up on requests and complaints, and providing information to authorized persons, institutions and organizations. | subparagraph (ç) of Article 5/2 of Law No. 6698. "Data processing is mandatory for establishing a right, executing that right, or protecting it." as regulated in subparagraph (e) of Article 5/2 of Law No. 6698. "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not infringe on the fundamental rights and freedoms of the relevant person" as regulated in subparagraph (f) of Article 5/2 of Law No. 6698. |
| Transaction security | Your personal data is processed for the purposes of conducting communication activities, communicating requests and complaints, conducting necessary investigations in accordance with the subject of communication, providing feedback regarding the subject of communication, following up on requests and complaints, and providing information to authorized persons, institutions and organizations. | "Explicitly provided for in the laws" as regulated in subparagraph (a) of Article 5/2 of Law No. 6698 "Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the relevant person" as regulated in subparagraph (f) of Article 5/2 of Law No. 6698. |

7. RIGHTS YOU HAVE UNDER KVKK

By applying to our data supervisor about your personal data;

- a) you can learn whether it has been processed,
- b) request information if processed,
- c) learn the purpose of processing and whether it is used in accordance with its purpose,
- ç) to know the third parties to whom it was transferred in the country / abroad,
- d) request correction if it is incomplete / incorrectly processed,
- e) To request deletion / destruction within the framework of the conditions stipulated in Article 7 of the KVKK,
- f) To request notification of the transactions made in accordance with subparagraphs (ç) and (d) above, to the third parties to which it has been transferred,
- g) object to the emergence of a result against you due to the analysis exclusively by automated systems,
- ğ) demand the compensation of the damage in case you suffer damage due to unlawful processing.

You may submit your request regarding the exercise of your rights specified above in accordance with the first paragraph of Article 13 of Law No. 6698 and the Communiqué on the Procedures and Principles of Application to the Data Controller No. 30356 and dated 10.03.2018, in Turkish and in writing or by using the registered electronic mail (KEP) address, secure electronic signature, mobile signature or the electronic mail address previously notified to the data controller and registered in our system. In applications, only information about the applicant will be provided and it will not be possible to obtain information about other family members and third parties. The data controller reserves the right to verify your identity before responding.

In your application;

Your name, surname and signature if the application is in writing,

For citizens of the Republic of Turkey, your Turkish Republic identity number, if you are a foreigner, your nationality, passport number or your identity number if you have one,
Your place of residence or workplace address for notification,
If you have, your e-mail address, telephone and fax number for notification,
Your subject of the request must be included and if there is any information and documents related to the subject, they must also be attached to the application.

You can submit your written applications by attaching the necessary documents to the address of our School as the data supervisor, Poligon Mah. Sarıyer Cad. 121/1 34460 İstinye İstanbul address

You can make your applications through your e-mail address previously notified to our school and registered in our system via the communication channels on the website <https://www.enka.k12.tr/kocaeli/>.

You can send your applications to our KEP address by signing with a secure electronic signature within the scope of the Electronic Signature Law No. 5070 via your Registered Electronic Mail (KEP) address. Sending to KEP addresses can only be made from addresses with a KEP extension.

Depending on the nature of your request, we must be provided with complete and accurate information and documents that will enable identification. If the requested information and documents are not provided as required, there may be problems in the full and qualified execution of the researches to be carried out by our School based on your request. In this case, our School declares that it reserves its legal rights. Therefore, your application must be submitted in full, according to the nature of your request, and must include the information and documents requested for identification purposes.

8. MEASURES THAT ARE TAKEN TO PROTECT YOUR PERSONAL DATA

Protection of personal data is an important issue for our School. Our school takes the necessary technical and administrative measures to protect personal data from unauthorized access or loss, misuse, disclosure, alteration or destruction. Our school undertakes to keep your personal data confidential, to take all necessary technical and administrative measures and to show due diligence to ensure confidentiality and security.

Although our Data Supervisor take the necessary information security measures, if personal data is damaged as a result of attacks on the website and the system, or if it is in the hands of third parties, our Data Supervisor will immediately notify you and the Personal Data Protection Board.

9. KEEPING YOUR PERSONAL DATA CORRECT AND UP-TO-DATE

Those who share their personal data with our Schools know that the accuracy and up-to-date preservation of this information is important both for their rights over their personal data in terms of the Law on the Protection of Personal Data No. 6698 and other relevant legislation, and they will be entirely responsible for providing false information, accepted and declared.

You can make the necessary notifications regarding the changes and/or updates regarding your personal data you have shared at the following KEP address or by physical mail to the address of our School or via the communication channels on <https://www.enka.k12.tr/kocaeli/>.

10- DELETING, DESTROYING OR MAKING YOUR PERSONAL DATA ANONYMOUS

Your personal data processed for the purposes specified in this Information text; will be deleted, destroyed or anonymized and will continue to be used by us ex officio or upon your request in accordance with the Personal Data Storage and Destruction Policy prepared in accordance with the provisions of the Regulation on the Deletion, Destruction or Anonymization of Personal Data of the data controller, when the purpose requiring processing according to Article 7/1 of the KVKK is eliminated and when the periods determined by the Laws, if any, have passed.

11. THE IDENTITY OF THE DATA SUPERVISOR

Title : ENKA Spor Eğitim ve Sosyal Yardım Vakfı İşletmesi

CRS No. : 0335-0067-4200-0011

Address : Poligon Mah. Sarıyer Cad. 121/1 İstinye 34460 İstanbul

Kocaeli Address : Makine İhtisas Organize Sanayi Bölgesi, 3.Cadde, 29. Sokak, No:2 Demirciler Mahallesi Dilovası / KOCAELİ

KEP Address : enka.lisesis03.kep.tr, enka.ortaokulus03.kep.tr,
enka.ilkokulus03.kep.tr, enka.anaokulus03.kep.tr