**Hisar Educational Foundation**

**Disclosure Statement**

# HISAR FOUNDATION DISCLOSURE STATEMENT

Hisar Eğitim Vakfı İktisadi İşletmesi (“Hisar Schools” / “Hisar Foundation”) exercises utmost sensitivity regarding the security of your personal data. Driven by this awareness, we attach great importance to the protection of any type of personal data belonging to persons associated with the Hisar Foundation, including persons using our services, by processing said data in accordance with Law no. 6698 on the Protection of Personal Data (“KVKK Law”). With full understanding of this responsibility, Hisar Eğitim Vakfı İktisadi İşletmesi processes your personal data as explained below, within the limitations stipulated by legislation, in the capacity of “Data Controller”, as defined in KVKK Law.

## Processing Personal Data and Sensitive Personal Data at Hisar Foundation

At Hisar Foundation, we process the personal data and sensitive personal data associated with the donators and scholarship holders.

Personal data processed for scholarship holders:

* Identity Information: ID information
* Financial Information: Bank account information
* Audiovisual Information: Photography
* Other: Student certificate, enrollment certificate

Personal data processed for donators:

* Identity Information: RoT ID No, full name and signature,
* Financial Information: Amount of donation, receipt number, credit card information
* Location Information: Address information

## Personal Data Collection and Processing, Purposes of Processing

The personal data of scholarship holders and donators will be processed in order to ensure that the the operations under Hisar Foundation will comply with the relevant legislation and procedures for the following purposes within the scope stipulated in Articles 5 and 6 of KVKK.

* Recording the donations made to Hisar Foundation and preparing the foundation for relevant audits
* Providing necessary information to public institutions on the assets and activities of the foundation
* Determining the students who are eligible for scholarships by assessing the scholarship applicants
* Facilitating the scholarship process as long as the student meets the necessary success criteria
* Duly submitting notifications to the Directorate of Foundations

## Parties with whom Processed Personal Data is Shared and Purposes Thereof

Your personal data collected can be shared with the shareholders of Hisar Foundation, Hisar Foundation officials, as well as the competent public authorities and natural persons, including particularly the Regional Directorate of Foundations and the Ministry of Finance under the framework of the terms and purposes related to processing personal data, as described in articles 8 and 9 of the Law on the Protection of Personal Data in order to ensure that Hisar Foundation performs the necessary operational activities in line with the legislation and Institutional procedures.

## Method and Legal Justification for Collection of Personal Data

Although the procedures may vary depending on the nature of your relationship with Hisar Foundation, your personal data can be collected verbally, in writing or electronically in an automatic or non-automatic manner via the Hisar Foundation departments and offices, websites, social media accounts, as well as mobile applications and other means. Your personal data collected in the aforementioned manner may be processed and shared also for the purposes specified in article 2 and 3 herein within the scope of the terms and purposes applicable to processing personal data, as specified in articles 5 and 6 of KVKK.

Regarding the personal data, it processes during the execution of its operational processes associated with scholarship holders and donators, Hisar Foundation complies with the Hisar Schools Policy on Processing and Protecting Personal Data, Law Foundations No. 5737 and Regulation on Foundations.

Hisar Foundation retains your personal data solely as described in the relevant legislation and / or internal policies or throughout the period required for purposes of processing. In this regard, first of all, the period stipulated in the legislation for personal data retention is observed. In the event of failure to foresee such period, personal data is retained for the period of time deemed necessary for data processing purposes in accordance with the directives in internal policies. In the event of termination or if the justification for processing ceases, personal data is removed, destroyed or anonymized.

## Your Rights As the Data Subject, As Specified in Article 11 of KVKK

As the personal data subjects, if you send a request regarding your rights to Hisar Foundation via the below-mentioned methods, as governed herein, we will handle such request as soon as possible and free of charge within thirty days at the latest. However, if such handling requires an additional cost, Hisar Foundation will charge the fee in the tariff determined by the Personal Data Protection Board. In this scope, data subjects are entitled to:

* Receive information on whether personal data has been processed or not,
* Request information on the subject in the event that data has been processed,
* Find out the purpose of processing such personal data and whether it has been used in line the intended purpose,
* Be informed about third parties to whom the personal data has been transferred domestically or abroad,
* Request correction of personal data in case of incomplete or incorrect processing and that the transaction made within this scope be notified to third parties where personal data is transferred,
* Request deletion or destruction of personal data, although it has been processed in accordance with KVKK and other relevant provisions of the law, in case the reasons that require processing of data no longer exist; and request that any transaction made in this scope be notified to the third parties to whom personal data is transmitted,
* to object to any condition that arise against subjects where processed data is exclusively analyzed by automatic systems,
* to claim indemnification in case of loss occasioned by a treatment of his/her personal data revealed to be contrary to the Law.

Any applications associated with these rights must be submitted by completing the application form, which can be found on the website of Hisar Schools in writing or via a registered electronic mail (KEP) address, or mobile signature, or by using your e-mail address that you communicated to us and that we have in our records. Additional confirmation procedures might be required in order to determine whether the application actually belongs to you and, accordingly, protect your rights (e.g. by sending SMS or contact via phone). In the event that the application is made by a third party on behalf of the personal data subjects, the third party must hold a notary-certified special power attorney as granted by the data subject.

You may send your request regarding your rights that you wish to exercise, from among the rights specified in article 11 of KVKK, alongside the necessary information that facilitates your identification, to enjoy your rights mentioned above, you can complete the below form and submit a signed copy thereof to the following address, alongside the documentation that facilitates your identification personally or via notary or the other methods specified in KVKK: Göktürk Merkez Mahallesi İstanbul Caddesi No:3 Eyüpsultan/Istanbul. Or you may submit the relevant form to info@hisarschool.k12.tr with electronic signature securely.

If you do not receive any response to your application within 30 calendar days, as set forth by law, or in case of rejection of your application, and if you believe that such response is insufficient, you may raise a complaint to the Personal Data Protection Council within 30 days following the response and, under any circumstances, within 60 calendar days following the date of application.