**Candidate Student and Parent Disclosure Statement**

# HISAR SCHOOLS CANDIDATE STUDENT AND PARENT DISCLOSURE STATEMENT

Hisar Eğitim Vakfı İktisadi İşletmesi (“Hisar Schools”) 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 Schools, 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 Schools process your personal data as explained below, within the limitations stipulated by regulations, in the capacity of “Data Controller”, as defined in KVKK Law.

## Processing Personal Data and Sensitive Personal Data Associated with the Candidate Students and Parents

At Hisar Schools, we process the following personal data and sensitive personal data associated with the candidate students and parents.

Personal Data:

* Identity Information: RoT ID No., full name, place / date of birth, signature, guardianship information
* Contact Information: Phone number, E-mail address
* Location Information: Address
* Professional Experience: Title, Professional experience
* Audiovisual Information: Photograph

Sensitive Personal Data:

* Medical Information: Disease and allergy information, Physical growth information, Healthcare information
* Biometric and Genetic Data: Blood type

## Personal Data Collection and Processing, Purposes of Processing

The data associated with the candidate students and parents at Hisar Schools will be processed to ensure that Hisar Schools’ enrollment and application handling activities comply with the relevant regulations and procedures of Hisar Schools, as part of the following purposes:

* Ensuring that the necessary operational activities undertaken by our enrollment, Counseling and other departments comply with the regulations and procedures,
* Recording the application forms and retaining the same for 3 years for future evaluation in case that the previous admission applications are brought up in the future,
* Carrying out an evaluation in order to determine whether the relevant candidate student is eligible for being a Hisar student,
* Creating the official lists and wait lists

as per the conditions and purposes set forth in articles 5 and 6 of the Law on the Protection of Personal Data.

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

Your personal data collected can be shared with Hisar School officials in order to ensure that our departments perform the necessary operational activities, establish safety at school, execute the enrollment and other relevant procedures, ensure the fulfillment thereof in line with the relevant regulations and the procedures of Hisar Schools; and with business partners, persons or third parties that provide services, as well as the competent public authorities and natural persons, particularly including the Ministry of National Education, in order to ensure and implement safety 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.

## Method and Legal Justification for Collection of Personal Data

Although the procedures may vary depending on the nature of your relationship with Hisar Schools, your personal data can be collected verbally, in writing or electronically in an automatic or non-automatic manner via the Hisar Schools departments and offices, websites, social media accounts, as well as mobile apps 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. Additionally, your personal data may be processed when you use our web page or visit the website or Hisar Schools to utilize the services of Hisar Schools.

Hisar Schools retain 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 Schools 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 Schools 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 to Hisar Schools by completing the application form 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 on file with us, based on your previous notifications. Additional confirmation procedures might be required by Hisar Schools 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 from Hisar Schools and, under any circumstances, within 60 calendar days following the date of application.