

MEF INTERNATIONAL SCHOOL STUDENT REGISTRATION CLARIFICATION STATEMENT

As MEF SCHOOLS AND SPECIAL EDUCATION SERVICES INC. (“MEF SCHOOLS”), we would like to inform you about the processing of your personal data in accordance with the law, as the data controller defined in the Law on the Protection of Personal Data No. 6698.

PURPOSE OF PROCESSING YOUR PERSONAL DATA AND ITS LEGAL REASON:

Your personal data are processed within the framework of the following purposes and legal reasons in accordance with the Law No. 6698 on the Protection of Personal Data and secondary regulations: In this context, registration is made by applying to the school and receiving education in our school;

- **Identity Information:** Passport Number, Name, Surname, Date and Place of Birth, Citizenship Information, Gender, Photograph, Other Information on ID/Passport Copy, Passport Number, Passport Expiry Date, Gender, Passport Information.
- **Customer Transaction Information:** Parent/guardian Information (Name-Surname, Nationality, Job, Contact Information), Information on Custody and Establishing a Personal Relationship, Close Relative Information Registered to Our Institution, Emergency Contact Person and Translator Information, RenWeb System Information, Number of Siblings, Knowledge of who the Child lives with, Exam Results and Report Card Information, Current and Past Education Information, Payment Plan Information, Transportation Preference Information, Character Properties, Talent and Behavior Information, Physical and Mental Development Information, Psychosocial Development Information, Preferred Hospital Information, Insurance Information, Foreign Language Proficiency Information, Invoice and Payment Information.
- **Contact Information:** Phone Numbers, E-Mail Addresses, Phone Numbers and Mailing Addresses (Home Address, Business Address) of the Third Persons to be reached.
- **Physical Area Security Information:** Camera recordings, entry-exit records, etc.
- **Health Information:** Health Related Information (Disability, Allergy, Physical Challenges, Mental and Psychological Status Information, Drugs Used, Blood Group, Disease, Vaccine Status, Diagnostic and Treatment Information, Psychological Health Information etc.).

Your personal data such as Identity, Contact details, Data Processing, Physical Space Security Information are limited to the following purposes;

- Starting student registration procedures and establishing contractual relationship, creating student file within the scope of legal obligation,
- Conducting education-training processes, following-evaluating-reporting of personal, physical, psychological and academic development of students,
- Health screenings, follow-up and emergency intervention of the student when necessary,
- Execution of discipline processes of students in school,
- Keeping and following up parent meeting records about students,

- Preparing exams for the evaluation of students, monitoring and following the academic and social development processes, measuring their success,
- Keeping records and track of school inventories in order to make use of social and educational opportunities within the school by students,
- Organizing and recording clubs and events, organizations, community services, national and international projects, trips, artistic activities carried out for the benefit of students,
- Registration and follow-up of students' needs such as food, transportation and accommodation to be organized by our school,
- Recording and tracking of payment information,
- Ensuring the safety of the student at school,
- Fulfilling both the regulations of the Ministry of National Education and other legal obligations,
- Fulfillment of legal obligations specified in the law,
- Protecting the rights of the personal data collector in the context of any future conflicts.

These personal data will be processed for the above mentioned purposes in accordance with the explicit consent legal resonated in article **5/1, 5/2-c** "*c) The processing of personal data belonging to the parties of the contract is necessary, provided that it is directly related to the establishment or performance of a contract*", **5/2-ç** "*ç) It is mandatory for the data controller to fulfill its legal obligation*", **5/2-e** "*e) Establishment of a right Data processing is mandatory for its use or protection*" and **5/2-f** "*f) 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 person concerned*".

Special personal data included in the scope of Health Information;

- Creation and follow-up of the health file
- Carrying out medical examination procedures and emergency medical intervention processes
- Organizing the student's social and educational activities taking into account the health status (physical education, sports, food, participation in activities, etc.)

Limited to their purposes, they will be processed in accordance with the legal reasons "*it can be processed by the persons under the obligation to keep secrets or authorized institutions and organizations without the explicit consent of the concerned for the purpose of the protection of public health, preventive medicine, medical diagnosis, carrying out treatment and care services, planning and management of health services and financing*" in Article 6/3 of the Law No. 6698 and the explicit consent in the Article 6/2.

TRANSFER OF PERSONAL DATA:

For the above-mentioned purposes, MEF SCHOOLS can share personal data in accordance with Articles 8 and 9 of the Law with Public Institutions and Organizations and Legally Authorized Private Organizations with Arıkanlı Holding's Companies, Ministry of Education and Affiliated Institutions, RenWeb System, Supplier Service Firm, Supplier Bank, Supplier Companies of Travel-Accommodation-Transportation-Activity Organisation, Consulates, Municipalities and Foundations, Occupational Health and Safety Companies, Medical Organizations, Hospitals, Supplier Consultancy

and Audit Firms, Supplier Firms with Information Infrastructure and Technology Support, Mail and Cargo Supplier Firms, Legal, Financial and Tax Consultants and Auditors, Complementary of Our School's Activities, Notaries, in case legal disputes are resolved or required by the relevant legislation.

COLLECTION METHODS OF PERSONAL DATA:

MEF SCHOOLS collects personal data via the application forms filled out by the student candidate or on behalf of the student, information and documents submitted during or after registration, students' records in our school systems, education and training activities and other processes related to these activities, either systems, electronic media, or written or verbally, either automatically or non-automatically. In addition, your personal data is collected when you fill out information forms throughout the year for MEF SCHOOLS such as field trip permission forms, email information etc.

STORAGE OF PERSONAL DATA:

Your personal data, which is processed on the basis of open consent, will be processed for the purposes and methods specified, and will be kept in accordance with the Law, unless you withdraw your express consent. You can always withdraw your consent in writing in accordance with the law.

YOUR RIGHTS TO YOUR PERSONAL DATA:

As the owner of your personal data, you can

- Learn whether your personal data is processed,
- Request information if your personal data has been processed,
- Learn the purpose of processing your personal data and whether it is used in accordance with its purpose,
- Learn the third parties to whom your personal data is transferred domestically or abroad,
- Request correction of your personal data if it is incomplete or incorrectly processed, and you can request transactions made within this scope to be notified to third parties to whom your personal data has been transferred,
- Request the erasure or destruction of your personal data in case the reasons requiring its processing disappear, and you can request the transactions made within this scope to be notified to the third parties to whom your personal data is transferred,
- Object to the emergence of a result against you by analyzing your processed data exclusively through automated systems,
- Request the deletion or destruction of personal data within the framework of the provisions of Article 7 of the Law, and you can request the correction, deletion or destruction of the personal data to be reported to third parties,
- Claim the loss if you suffer damage if your personal data is illegally processed.

If you submit your requests regarding your rights listed above to MEF SCHOOLS in accordance with the application procedures stipulated in the Communiqué on the Procedures and Principles of Application to the Data Officer, MEF SCHOOLS will conclude your request free of charge as soon as possible and within 30 (thirty) days at the latest. However, if the transaction requires a separate cost, MEF SCHOOLS may request the fee in the tariff determined by the Personal Data Protection Board.

You can learn the detailed information by examining the Personal Data Protection Policy and Application Form at the web addresses of our respective schools below.

- MEF International School Istanbul: www.mefis.k12.tr/istanbul
- MEF International School Izmir: www.mefis.k12.tr/izmir

I was informed by MEF SCHOOLS about the methods, purposes and legal reasons and the rights I have regarding the processes and transfer of my personal data.

Name-Surname of Student:

Name-Surname of Parent:

Date :

Signature of Parent :

INTERNATIONAL SCHOOL STUDENT REGISTRATION EXPLICIT CONSENT:

I expressly consent to the processing of special quality personal data that can be included in the scope of the “**Health Information**” belonging to the student provided during the registration of the MEF SCHOOLS and the delivery of the service to be used for the purposes of organizing the student's social and educational activities by considering the health status (physical education, sports, food, activities participation etc.), creating and monitoring the health file, carrying out health examination procedures and emergency medical intervention processes; in case of collection, storage, replacement, if necessary with the Group Companies within the body of Arkanlı Holding, Travel-Accommodation-Transportation-Event Organization Supplier Companies, Consulates, Occupational Health and Safety Companies, Medical Institutions, Hospitals domestically and/or in abroad, until the consent is taken back under the principles and assurances determined within the scope of the Constitutional guarantees and the Law No. 6698 on Protection of Personal Data and the related legislation, by means of the methods clearly stated in the clarification statement.

Name-Surname of Student :

Name-Surname of Parent :

Date :

Signature of Parent :

INTERNATIONAL SCHOOL STUDENT REGISTRATION EXPLICIT CONSENT:

If the information is required, the Community Companies within the body of Arıkanlı Holding, Ministry of Education and Affiliated Institutions, RenWeb System, Supplier Service Company, Supplier Bank, Travel-Accommodation-Transportation-Event Organization Supplier Companies, Consulates and / or Parent's Institution / Company, the companies that the parents' work for, Municipalities and Foundations, Occupational Health and Safety Companies, Medical Organizations, Hospitals, Supplier Consultancy and Audit Firms, Supplier Companies with Information Infrastructure and Technology Support, Mail and Cargo Supplier Company Legal, Financial and Tax Consultants and Auditors, Complementary of the Activities of our School, Notaries and Public Institutions and Organizations, and Private Institutions Authorized by Law, the information is to be used in accordance with the explicit methods specified in the clarification statement such as storing, modifying, rearranging and classification in accordance with open consent.

I hereby express my consent on behalf of my child/ren whose name and surname is written below until my consent is taken back.

Name-Surname of Student :

Name-Surname of Parent :

Date :

Signature of Parent :