

## MEF INTERNATIONAL SCHOOL

### STUDENT APPLICATION CLARIFICATION STATEMENT:

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

#### PURPOSE OF PROCESSING YOUR PERSONAL DATA AND LEGAL REASON:

Your personal data is 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, the following personal data is requested for the application of your child(ren) in order to receive education in our school.

- **Identity Information:** Name, Middle Name, Surname, Photograph, Information on Passport Copy, Passport Number, Passport Expiry Date, Date and Place of Birth, Citizenship Information, Gender.
- **Customer Transaction Information:** Report Card and Transcript Information, Payment Information, Information on Applied Grade, Academic Year, Foreign Language Proficiency Information, Second Language Information, Foreign Language Education Preference, Mother / Father / Parent / Guardian Information (Name-surname, Nationality, Job, Education Status, Marital Status, Custody Information, Court Decision Regarding Custody, Contact Information), Emergency Contact Person Information (Identity, Contact Information and Degree of Affinity), Translator Identity and Contact Information, Current and Past Education Information, Personality Traits and Interests.
- **Contact Information:** Phone Numbers, E-Mail Addresses and Mailing Addresses (Home Address, Business Address).

Your personal data such as Identity, Contact, Customer Transaction Information are limited to the following purposes:

- Receiving the registration applications of the student candidate,
- Communicating on behalf of the student candidate about the registration procedures,
- Determining and evaluating the compliance of the student candidate for registration,
- Determining the registration fee about the applicant candidate,
- Protecting the rights of the data processor within the scope of future conflicts.

These personal data will be processed for the above mentioned purposes in accordance with the legal reasons of Law No. 6698 **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 processor 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 processor, provided that it does not harm the fundamental rights and freedoms of the person concerned*”.

### **TRANSFER OF PERSONAL DATA:**

For the aforementioned 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, Consulates and/or Parent's Institution/Company, Supplier Consultancy and Audit 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 form filled out by the student candidate or on behalf of the student. In addition, personal data is collected when it is disclosed by contacting MEF SCHOOLS through other methods.

### **YOUR RIGHTS TO YOUR PERSONAL DATA:**

By applying to MEF SCHOOLS as data owner, you have the right to:

- Learn whether your personal data have been processed,
- Request information if your personal data has been processed,
- Learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- Know the third parties in the country or abroad to whom personal data have been transferred;
- Request rectification in case personal data are processed incompletely or inaccurately;
- Request deletion or destruction of personal data within the framework of the conditions set forth under article 7;
- Request deletion or destruction of your personal data when the causes requiring data processing are no more valid and existing and accordingly, requesting that third parties

to whom your personal data is disclosed or transferred be informed about such deletion or destruction;

- Raise objections against probable results against interests of themselves through analysis of the processed personal data solely and exclusively through automatic means and systems;
- Request the deletion or destruction of personal data within the framework of the provisions of Article 7 of the Law, and requesting the correction, deletion or destruction of the personal data to be reported to third parties,
- Request the compensation of the damage if your personal data is damaged due to the illegal processing of your personal data.

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

- MEF International School Istanbul: [www.mefis.k12.tr/istanbul](http://www.mefis.k12.tr/istanbul)
- MEF International School Izmir: [www.mefis.k12.tr/izmir](http://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 Applicant:**

**Name-Surname of Parent:**

**Date:**

**Signature of Parent:**