

## GÜVEN EDUCATION AND HEALTH FOUNDATION

### PROCEDURE FOR AUDITING THE PERSONAL DATA PROCESSING

GÜVEN EDUCATION AND HEALTH FOUNDATION (the “**Foundation**”), acting in the capacity of Data Controller, has issued this Procedure for Auditing the Personal Data Processing in accordance with the Personal Data Protection Law No. 6698. The Procedure for Auditing the Personal Data Processing has been created by the Foundation to determine the audit processes before the Foundation and third parties who process personal data on behalf of the Foundation.

#### A. Definitions

<b>“Explicit Consent”</b>	It implies the consent on a specific matter based on information and free will.
<b>“Employee”</b>	It implies a natural person who has an employee-employer like relationship with the Foundation based on an employment contract or an agency contract.
<b>“Concerning Person”</b>	It implies the natural person whose data is processed.
<b>“Law” or “PDPL”</b>	It implies the Personal Data Protection Law (Law No: 6698)
<b>“Personal Data”</b>	It implies any and all data that is related to an identified or identifiable natural person.
<b>“Personal Data Processing Inventory”</b>	It implies the inventory that data controllers create by associating the Personal Data processing activities they carry out depending on their business processes with the purposes and legal basis of Personal Data processing, the data category, recipient group and data owner group, and by detailing the maximum retention period required according to the purposes for which the personal data are processed, personal data foreseen to be transferred to foreign countries and the measures taken in terms of data security.
<b>“Committee”</b>	It implies the Personal Data Protection Committee.
<b>“Sensitive Personal Data”</b>	It implies information about race, ethnic origin, political opinion, idea of life, religion, and sect or other beliefs, appearance, association, foundation or union membership, health status, sexual life, criminal conviction, cautionary attachment and biometric and genetic data.
<b>“Procedure”</b>	It implies this Procedure and all of other policies that can be adopted in the future.
<b>“Process”</b>	It implies each data processing activity that is covered by the Personal Data Processing Inventory.
<b>“Data Processor”</b>	It implies a natural or legal person who processes the personal data on behalf of the data controller based on the authorization granted by the data controller.

<b>“Data Controller”</b>	It implies a natural or legal person who determines the purpose of personal data processing and means of data processing and is responsible for installing and managing a data recording system.

## B. Scope and Aim

The Foundation, acting in the capacity of the Data Controller, has issued this Procedure pursuant to the Law and provisions of other legislation. This Procedure has been prepared to determine the audit processes and how the necessary audits will be carried out in order to ensure implementation of the provisions of the Law for any and all Personal Data and Sensitive Personal Data processed by and/or on behalf of the Foundation.

## C. Audits

The Foundation has the right to regularly and ex officio audit the compliance of all Employees of the Foundation with the provisions of this Procedure and the Law at any time without any prior notice, and in this context, it conducts the necessary periodic or random audits or has them conducted by third parties.

## D. Performance of Audits

The Foundation, acting in the capacity of the Data Controller, can actively perform the audit activity through its own organization or it may outsource the audit activity to audit firms, when deemed necessary. To fulfill this requirement, provisions that will ensure performance of these audit activities will be added to the contracts that will be signed with contractors. If the audits are carried out over systems that contain Personal Data, the reports of the audit may be reviewed on-site by the service provider.

The Foundation may also outsource these audits.

The audit teams will inspect whether the Process owners have acted in compliance with the provisions of the Law and the legislation in relation to each process within the scope of the Law, including but not limited to the following:

- (i) Whether concerning person is necessarily informed before Personal Data and Sensitive Personal Data is processed;
- (ii) Whether the explicit consent that is required for processing the Personal Data and Sensitive Personal Data is obtained;
- (iii) Whether the Personal Data Processing Inventory is duly updated in a timely manner by the relevant Process owners, when necessary;
- (iv) Whether the Foundation acts in accordance with the provisions of the Communiqué on the Procedures and Principles of Application to the Data Controller and the Procedure for Receiving, Reviewing and Responding to Data Owner Applications – both of them are issued by the Foundation for the applications made by the Data Owner to the Foundation, acting in the capacity of Data Controller;
- (v) Whether Personal Data and Sensitive Personal Data are disposed in accordance with the provisions of the Regulation on Deletion, Disposal or Anonymization of Personal Data after the periods specified in the Personal Data Processing Inventory of the Foundation; and

- (vi) Whether the administrative and technical measures set by the Foundation have been complied with or not

Periodic audits will be carried out annually in the Foundation and random audits will be carried out when deemed appropriate by the Foundation.

**E. Reviewing the Results of the Audit and Measures to be Taken**

The Process owners are responsible for monitoring the actions planned for the audit results regularly. The results of the audit activities carried out within this context are reported to the Foundation Data Controller Contact Person, the General Directorate and managers of the relevant departments by issuing audit reports.

Said persons and the legal advisor, if necessary, will inform the Board of Directors and additional measures and actions to be taken will be determined.

The results of the audit report as well as the actions and measures to be taken are notified to the Employees and the contractor by the Data Controller Contact Person. Relevant Process owners are responsible for taking any additional measures that may need to be taken in relation to each process and to implement the results of the audit. The senior manager who deals with the relevant contracture is responsible for ensuring that each contractor complies with the results of the audit.

Process owners shall periodically report their tracking and progress notes to the Data Controller Contact Person twice a year and also whenever the process is amended. Such progression and advancements can also be inspected pursuant to provisions of this Procedure. The Data Controller Contact Person also tracks the actions, performs verification tests and audits them.

Disciplinary procedures will be implemented if any action needs to be taken against the Employees according to the results of the audit.

The effective date of this Procedure is 01/06/2024 and if all or certain articles of the Procedure are revised, the effective date of the Procedure will be updated according to the relevant revision date.