

## **GENERAL INFORMATION TEXT FOR DONORS ABOUT PERSONAL DATA PROCESSING**

Pursuant to the Personal Data Protection Law (the “PDPL”, Law No. 6698) published in the Official Gazette No. 29677 issued on 07.04.2016, Güven Education and Health Foundation (“Foundation”), acting in the capacity of Data Controller, may process your personal data subject to the limits determined by the PDPL and for the conditions specified in the PDPL. Our Foundation would like to inform you about our personal data processing activities in accordance with Article 10 of the PDPL.

### **1. Data Controller**

Our Foundation, acting in the capacity of Data Controller, will be able to process, record, store, classify, update, and disclose/transfer your personal data to third parties in connection with the purposes described below, in a limited and cautious manner, in accordance with the law and good faith, in an accurate and up-to-date manner, and in cases permitted by the legislation and/or limited to the purpose for which they are processed pursuant to the PDPL.

“Personal data” implies any and information of an identified or identifiable natural person.

The term “Processing” implies any kind of activity for gathering, recording, storing, preserving, changing, re-organizing, sharing, transferring, taking over personal data, making derivable personal data and preventing classification or use of personal data that are processed completely or partially by automated means as well as for non-automated processing as a part of recording system, including but not limited to the ones regulated in the PDPL. Your personal data is processed by an authorized staff in the Foundation.)

### **2. Personal Data We Process**

Categories of the personal data we process are as follows:

**Identity details:** Name, Surname, R.T. ID number and title of firm.

**Contact Information:** It contains phone number, address and electronic mail address.

**Finance Data:** It contains bank account details and tax ID number.

### **3. Purpose of Processing Your Personal Data**

<b><u>Data Categories of Your Processed Personal Data</u></b>	<b><u>Aim of Processing</u></b>	<b><u>Legal Basis</u></b>
<b>Identity Data</b>	<ul style="list-style-type: none"><li>● Performing activities in line with the legislation</li><li>● Performing/Auditing business activities</li><li>● Carrying out Social Responsibility and Civil Society Activities</li><li>● Performing Sponsorship Activities</li><li>● Carrying out Supply Chain Processes</li><li>● Performing Legal Processes</li></ul>	<p><b>PDPL, Article 5/2(c)</b> “It is necessary to process personal data of parties, provided it is directly related with entering into or performing terms and conditions of an agreement”</p> <p><b>PDPL, Article 5/2(ç)</b> It is required for the data controller to fulfill the legal obligations,</p> <p><b>PDPL, Article 5/2(f)</b> It is necessary to process the data for legitimate interest of the</p>

		data controller provided fundamental rights and freedoms of the concerning person are not violated,
<b>Contact Information</b>	<ul style="list-style-type: none"> <li>● Performing activities in line with the legislation</li> <li>● Performing/Auditing business activities</li> <li>● Carrying out Social Responsibility and Civil Society Activities</li> <li>● Performing Sponsorship Activities</li> <li>● Carrying out Supply Chain Processes</li> <li>● Performing Legal Processes</li> </ul>	<p><b>PDPL, Article 5/2(c)</b> “It is necessary to process personal data of parties, provided it is directly related with entering into or performing terms and conditions of an agreement”</p> <p><b>PDPL, Article 5/2(ç)</b> It is required for the data controller to fulfill the legal obligations,</p> <p><b>PDPL, Article 5/2(f)</b> It is necessary to process the data for legitimate interest of the data controller provided fundamental rights and freedoms of the concerning person are not violated,</p>
<b>Finance Data</b>	<ul style="list-style-type: none"> <li>● Performing activities in line with the legislation</li> <li>● Performing/Auditing business activities</li> <li>● Carrying out Social Responsibility and Civil Society Activities</li> <li>● Performing Sponsorship Activities</li> <li>● Carrying out Supply Chain Processes</li> <li>● Performing Legal Processes</li> </ul>	<p><b>PDPL, Article 5/2(c)</b> “It is necessary to process personal data of parties, provided it is directly related with entering into or performing terms and conditions of an agreement”</p> <p><b>PDPL, Article 5/2(ç)</b> It is required for the data controller to fulfill the legal obligations,</p> <p><b>PDPL, Article 5/2(f)</b> It is necessary to process the data for legitimate interest of the data controller provided fundamental rights and freedoms of the concerning person are not violated,</p>

#### 4. Transfer of Personal Data

Bank account information, phone number, e-mail address, name and surname are transferred to authorized public bodies in accordance with the provisions of the legislation based on the legal basis of Article 5/2 (ç) of the PDPL: “It is required for the data controller to fulfill the legal obligations”.

Title of firm, bank account information, tax ID number, phone number, e-mail address, address, name - surname and R.T. ID number are transferred to authorized public bodies in accordance with the

provisions of the legislation based on the legal basis of Article 5/2 (ç) of the PDPL: “It is required for the data controller to fulfill the legal obligations”.

#### **5. Transfer of Your Personal Data to Other Countries**

Your personal data is no means transferred to another country by the Foundation.

#### **6. Method of Collecting Your Personal Data**

Your personal data is collected by the Foundation from our donors verbally, in writing or electronically and based on the above-mentioned purposes in order to carry out our activities.

#### **7. Your Personal Rights Pursuant to Article 11 of the PDPL**

If you, acting in the capacity of Data Owner, submit your requests on your rights in writing, also including the documents that allow identification and a letter that explains details about the right you want to use, to the address of our Foundation at Çayyolu, Güven Education and Health Foundation, Alacaatlı Mah 3302 Cad No 2 /1 06810, Çayyolu / Ankara, Turkey in person or by registered mail with return receipt requested, your request will be reviewed by the Foundation and concluded not later than 30 (thirty) days, as stipulated under the PDPL. Provided no charge is claimed for the requests, the Foundation reserves the right to charge a fee over the fee tariff that is determined by the Personal Data Protection Committee.

Without prejudice to the cases mentioned in Article 28 “Exceptions” of the PDPL, we, acting in the capacity of “Data Controller”, hereby, declare that you have the right to learn whether your personal is processed; seek information about the issue if it is processed; learn the purpose of processing and if it is used in accordance with the purpose; know any local or international third party/parties who are transferred your personal data; request correction if it is processed incompletely or incorrectly; request deletion or disposal of your personal data if the reasons that requires the processing are not valid anymore; request that such procedures are notified to third party/parties who are transferred your personal data; raise your objection to any unfavorable result exclusively due to the fact that they are analyzed in automated systems; and demand compensation your damage and losses if you suffer a loss as your personal data is processed in violation of the PDPL.

Considering your right to information, you can contact <https://www.guvenvakfi.org> to seek information about above mentioned issues.

#### **Güven Education and Health Foundation**

**Headquarter** : Alacaatlı Mah. 3302 Cad. No: 2 /1 06810, Çayyolu / Ankara, Türkiye