

**THE EXPLICIT CONSENT APPROVAL FORM
OF THE OWNER (student/guardian) of the PERSONAL DATA:**

As **Private Keystone Education and Keystone Education Consultancy Inc.**, we attach great importance to the security and privacy of your personal data, and we strive to take the highest possible security measures to process and maintain your data.

We process your personal data within the scope of Personal Data Protection Law No. 6698 (“KVKK”) and related legal legislation and within the scope described below as our “data controller”. **Private Keystone Education and Keystone Education Consultancy Inc.**, in accordance with the article entitled "Lighting Responsibility of the Data Supervisor" in the 10th article of the KVKK ("Lighting Text") on the Processing of Personal Data; It is prepared to inform you in the most transparent way about the identity of the data controller, the method and legal reason for the collection of your personal data, for what purpose this data will be processed, to whom and for what purpose it can be transferred, the duration of the data processing and what your rights listed in article 11 of the KVKK. The explanations for "Your Personal Data" in the Lighting Text also include your "Special Qualified Personal Data".

1. Collection Method and Legal Reason of Your Personal Data:

Your personal data may vary depending on the relationship between you and our school; it can be collected orally, in writing or electronically through automated or non-automated methods, through its affiliated units, website, social media channels, call center, mobile applications and similar means. Your personal data can be processed and created as long as your relationship with our School continues and kept under both digital and physical environment.

Your personal data can be processed and transferred for the purposes set out in the second article below and within the scope of the personal data processing conditions and purposes specified in Articles 5 and 6 of the Law No. 6698.

Personal data of guardians’ and student:

- With application forms published in written or electronic form,
- Parent and Student Identity Information: identity number, name, surname, nickname, place of birth / date, passport number, signature (if any), marital status
- Personal Information: Gender, custody information, citizenship information, educational background, MEB (E School) Information
- Contact and Address Information: Phone numbers, E-mail addresses, the numbers and addresses of third parties that can be reached (Home address, business address)
- Professional Information: Title, experience, and institution
- Financial and Financial Information: Salary Information, Bank Account Information, Alimony Information, Tax Number, vehicle and real estate information, other information about your assets
- With student's exam scores and scorecards
- Parent meeting minutes
- Minutes of the interviews with the Guidance and / or Consultant Teacher
- Through various social media channels, through the accounts channel operated on behalf of the company where our school operates.
- Correspondence conducted via electronic mail addresses, sent text messages and multimedia messages, including information forms, and through all kinds of communication channels through other communication methods
- Through reference persons
- Through employment or consultancy companies where our company works,
- It is collected through the controls carried out by the company where our school works to verify the accuracy of the information transmitted by the students and their parents.

In accordance with the mandatory provisions of the laws, it is essential to keep the information of real persons accurate and up-to-date. For this reason, parents and students are requested to update their personal information at certain time intervals. In addition, students are expected to convey this information to our School if there is any change in their information. Keystone Schools can under no circumstances be held responsible for incorrect information provided by parents and students.

2. The Purposes of Processing Your Personal Data:

Your personal data can be processed in accordance with the Law in the following cases Authentication and creation of registration.

- Filing and editing the documents that should be collected during registration,
- Fulfilling the requirement of the contract made as per registration,
- To record the necessary information on behalf of the student's internal processes, to use them in various educational processes when necessary and to share them with other interested parties,
- Following, evaluating, reporting the development process of the student personally, physically, psychologically and academically,
- Monitoring and monitoring the adaptation process of the students to the school and other units,
- The student's adaptation to the discipline process within the institution, the follow-up of the process,
- Parent meeting records made about students, status follow-up,
- Preparing exams for the evaluation of students, monitoring and following the academic and social development processes, measuring their success,
- In case the student wants to benefit from the school library, creating a record, recording the books in the school library, taking measures regarding late delivery losses,
- In order to evaluate the course grades, development and financial status of students who benefit from the scholarship application,
- Organizing and recording clubs and activities, organizations, community services, national and international projects, trips, artistic activities carried out for the benefit of students,
- Sharing in the social media accounts, website, e-bulletin and institutions where the projects are carried out, using video and photo recordings for all activities inside and outside the school, which include sample practices related to education and teaching, which are beneficial to share with the public,
- Creating necessary records for the delivery of the school-contracted service, transferring information to the relevant places,
- Creating and following up the health file, carrying out an examination, emergency medical interventions, sharing it with other units if necessary,
- For the healthy supply and control of the quality, information security and privacy policies and standards of our company where our school works,
- Recording and tracking of information about payments,
- Fulfillment of obligations related to e-invoice, e-archive and e-dispatch.
- In order to prepare reporting and analysis to senior management
- Recording of camera images due to privacy and security practices in the workplace.
- Fulfillment of the requirements determined by laws and regulations (tax legislation, social security legislation, law of obligations legislation, commercial law legislation, occupational health and safety law, electronic communication legislation etc. all relevant legislation).
- If the demands of public institutions and organizations are fulfilled as required or required by legal regulations.
- Fulfillment of legal obligations specified in the law.

3. The Transfer of the Personal Data

Private Keystone Education and Keystone Education Consultancy Inc., to the natural and / or legal third-party institutions and organizations in Turkey and / or abroad, where they receive contractual services or cooperate in any field to operate their affiliates and their subcontractors and franchises, suppliers, products and services. It may be transferred within the framework of personal data processing conditions and purposes specified in Articles 8 and 9.

- With contracted banks in relation to payments and other financial transactions,
- In order to realize organizations such as exams, contests, conferences, seminars, symposiums, memorials, awards ceremonies, excursions, tournaments; institutions and organizations that realize
- If necessary, to share with the physician, food engineer, specialist of the school or outside the school, if necessary, subject to the psychological and physiological condition of the student,
- Including events that will take place inside or outside the school on the school's social media accounts, website, boards, and e-bulletin.
- With occupational health and safety companies, hospitals and health institutions to fulfill emergency medical interventions and occupational health and safety obligations,
- Software, enterprise resource planning, reporting, marketing etc. With suppliers and solution partners for the purpose of fulfilling such functions,
- With audit firms and information security firms to perform required quality, confidentiality and standard audits,
- Companies that process data on behalf of our school (providing IT support, providing traffic / customer satisfaction measurement, profiling and segmentation support, providing support in the areas of sales and marketing that require personal data, especially sms, mail, archiving), With the information technologies used by our school, servers located abroad, primarily in Canada, and the companies that support this server, and companies that provide cloud computing services in cases where cloud computing is used,
- With the relevant audit firms, independent auditing firms, independent auditing firms, customs firms, financial advisor / accounting firms, law firms, in order to fulfill our obligations and audit our commercial activities in accordance with the relevant legislation provisions,
- With the relevant suppliers in terms of the operability of the common database established by our school,
- With cargo companies, in order to be able to deliver when necessary,
- With institutions and companies that request references about the employee
- It can be shared with public institutions and organizations in order to fulfill the legal requirements and / or to meet the demands of official authorities.

4. The Duration of the Data Processing

Your personal data is limited to the purposes specified in Article 2 of this Lighting Text; The data processing and timeout periods in all other relevant laws and other legal regulations, especially the National Education and Private School legislation, to which our school and its centers and units are subject, will be processed. In case of amendments to the data processing periods in the laws, the determined new periods will be taken as basis.

5. The Rights of the Personal Data Owner

Without prejudice to the conditions stipulated in Article 28 of the KVKK titled "Exceptions", you have the right to request the following matters regarding your personal data by applying to our School within the framework of Article 11 of the Law:

- Learning whether your personal data is processed,
- If your personal data is processed, requesting information about it,
- Learning the purpose of processing your personal data and whether it is used in accordance with this purpose,
- To know the third parties to whom your personal data are transferred domestically or abroad,
- Requesting correction of your personal data if it is incomplete or incorrectly processed,
- If your personal data is processed in accordance with legal regulations, if the reasons that require them to be processed disappear, to request that your personal data be deleted or destroyed,
- To request notification of correction / deletion / destruction of your personal data, corrected or deleted / destroyed by your request, to third parties to whom they have been transferred,
- To object to the emergence of a result against yourself by analyzing the processed data exclusively through automated systems,
- Requesting the removal of the damage if your personal data is damaged due to illegal processing of your personal data.

In case of a written request:

You can submit a wet-signed copy of the Data Owner Application Form to your School Directorate with a document that identifies your identity personally or by proxy with a notarized power of attorney or through a notarized power of attorney. Çamlıca Mahallesi Gülhan Sok. No: 1 / 1-2 34660 Üsküdar-İstanbul ”.

In case of electronic request:

By signing the Data Owner Application Form with an electronic or mobile signature with a “secure electronic signature” certificate defined in the Electronic Signature Law No. 5070, “info@keystoneschools.com.tr, which is the registered e-mail address of our school” You can send it to or by sending it to your e-mail address that you have previously notified to our School and registered in the system of our School, or in the event of a software or application developed by our School for the purpose of application.

In the application, the names, surnames and written application if the signature ID number for Turkey citizens, nationality for foreigners, passport number / ID number, notification residential or business address, if you notice mainly electronic mail, telephone or fax numbers and demand Subject must be present. Private Keystone Education and Educational Consultancy Inc. is able to make your request according to the nature of the request in the shortest possible time and within 30 (thirty) days at the latest. However, if the transaction requires additional costs, the fee determined by the Private Data Protection Board by the Keystone Education and Training Consultancy-Keystone Schools will be charged. If your request is accepted, the requirement will be fulfilled.

However, if your application is rejected as a result of the examination and evaluation, you will be notified in writing or electronically, along with the reason for the refusal. Detailed information about your application rights to the data controller and your complaints to the board is included in the articles 13 and more of the KVKK. You can also send your requests for changes or updates regarding your personal data to Keystone Education and Training Consultancy-Keystone Schools as stated above.

APPROVAL FORM ON THE PROTECTION OF PERSONAL DATA:

As per the Personal Data Protection Law, I have read and understood the text of illumination and information. I know my rights arising from the law. I acknowledge that I have read and understood this text and confirmation form and that the following statement received in this way is valid.

In accordance with the Law No. 6698 on the Protection of Personal Data, through your branches, call center, affiliated companies or websites, social media pages and all kinds of channels on behalf of your company and your company; my personal and / or special quality personal data; your company works together in full or partial acquisition, registration, storage, alteration, updating, periodic control, reorganization, classification, for the purpose required for the purpose for which they are processed or for the period specified in the relevant law, in case of legal or service de facto requirements. or legally liable and where the public institutions and / or Person 3 service providers who are resident in Turkey or in abroad, vendors, your company with insurance companies and / or its affiliates have your company be shared with counsel, linked to statutory or service I hereby consent to its processing, including transferring it abroad or preventing its use in case of actual requirements, with informed explicit consent, without any hesitation about the subject. I expressly consent to the recording, processing, transfer, use and sharing of my personal data within the legal framework as described above. Private Keystone Education and Education Consultancy Inc., which is always the data controller in relation to the processing of my personal data. I accept and declare that I have the right to receive information from the company, to find out whether the data is processed in accordance with the purpose of processing, to request correction in case of missing / incorrect processing, to update the data, to request the data to be deleted in whole or in part and to fully or partially withdraw my consent.

I read, I understood and I approve it. (Needs to be handwritten)

Name-Surname :
Signature :