

## **INFORMATION DECLARATION FOR PROCESSING PERSONAL DATA WHILE WEB SITE COMMUNICATION FORM IS FILLED OUT**

This Information Declaration for Processing Personal Data is issued by Güven Education and Health Foundation ("Foundation"), acting in the capacity of the "Data Controller", in accordance with the Personal Data Protection Law (Law No. 6698, "PDPL") published in the Official Gazette No. 29677 on 07.04.2016, the Regulation on Personal Health Data published in the Official Gazette No. 30808 on 21.06.2019, the Communiqué on the Procedures and Principles to be Complied with in Fulfilling the Information Obligation published in the Official Gazette No. 30356 on 10.03.2018, and other legislation. Our Foundation would like to inform you about our personal data processing activities in accordance with Article 10 of the PDPL within scope of the distance healthcare service that we deliver on our web site.

### **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.

**"Sensitive Personal Data"** implies information about race, ethnic origin, political opinion, idea of life, religion, sect or other beliefs, appearance, association, foundation or union membership, health status, sexual life, criminal conviction, cautionary attachment and biometric and genetic data.

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. Purpose of Processing Your Personal Data**

Your name, surname, e-mail address, telephone number, and additional data that you have shared while filling out the forms under the "Contact" section on the Foundation's website at <https://www.guvenvakfi.org/tr>, and additional data that you have written in the message text, if any, are processed to carry out the activities in accordance with the legislation and to audit them, carry out social responsibility and civil society activities, and track requests/complaints in accordance with the basic principles stipulated in the PDPL, and they are stored securely in an electronic environment for a period of time appropriate for these processing purposes.

**While filling out the forms on the Foundation's website at <https://www.guvenvakfi.org/tr>, you are expected not to share any sensitive/private data in this section.**

### **3. Transfer of Personal Data**

Your personal data that is processed in line with the above mentioned purposes may be transferred to the following persons, shared with them and/or these persons may be granted access to your

personal data in accordance with the basic principles set forth in the PDPL and strictly in line with conditions and purposes of the personal data processing specified in Article 8 of the PDPL:

- We will share your identity and contact data with our contracted service providers who provide support, maintenance and repair services based on the legal grounds of "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" in Article 5/2(f) of the PDPL, without your explicit consent, for the purpose of carrying out and supervising the activities of the Foundation in accordance with the legislation, carrying out social responsibility and civil society activities and responding to all your questions and complaints.
- Your identity and contact data are shared with our contracted service providers who provide support, maintenance and repair services to the Foundation website based on the legal grounds of "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" in Article 5/2 (f) of the PDPL, without your explicit consent, for the purpose of receiving technical support, malfunction/maintenance/repair services in terms of service monitoring, facility and work control and auditing processes as support services are received from third party service providers for the functions of the Foundation website.

Moreover, if we are required to share your personal data in order to fulfill a legal obligation, enforce or apply our terms and conditions or other agreements; or to protect the rights, property or security of others, we would like to state that we may disclose your personal data, in this context, to our professional advisors who are under confidentiality responsibility, including legally authorized public bodies and authorized private law persons.

Our Foundation undertakes to keep personal data strictly private and confidential, to take all necessary measures and to exercise due care to prevent unauthorized use or disclosure of personal information to a third party.

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

Your personal data is no means transferred to another country.

#### **5. Collection Method of Personal Data and Legal Grounds**

Your personal data is collected by the Foundation electronically over the web site based on the above-mentioned purposes in order to carry out our activities. In this context, your personal data can be transferred if the legal grounds are present, namely, "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" in Article 5/2 (f) and "It is required for the data controller to fulfill the legal obligations" in Article 5/2 (ç).

#### **6. 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 Alacaatlı Mah Beyler Caddesi No:4, Kat:2 06810 Çayyolu / Ankara, Türkiye 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 data 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; seek information about the procedures carried out by them; 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 obtain information within the scope of the above-mentioned details and you access the **Güven Education and Health Foundation Data Owner Application Form** at <https://www.guenvakfi.org/trinternet>

**Güven Education and Health Foundation**

**Headquarter** : Alacaatlı Mah. Beyler Caddesi No:4, Kat:2 06810 Çayyolu / Ankara, Türkiye  
**Phone** :0 (312) 457 34 73