



# TED RÖNESANS KOLEJİ

PRIVATE TED RÖNESANS COLLEGE PRIMARY, MIDDLE SCHOOL AND ANATOLIAN HIGH SCHOOL (RÖNESANS PRIVATE SCHOOLS EDUCATION AND TEACHING SERVICES INC.)

PARENTS AND STUDENTS

PROTECTION AND PROCESSING OF PERSONAL DATA

CLARIFICATION TEXT

## 1. Data Controller

With this Clarification Text on the Protection and Processing of Personal Data for Parents and Students ("Clarification Text"), TED RÖnesans College ("TED RÖnesans College" and/or "Institution"), **operated by RÖnesans Private Schools Education and Training Services Joint Stock Company**, has been notified in accordance with the Personal Data Protection Law No. 6698 ("KVKK"), we would like to inform you, our esteemed parents and students, as the Data Controller, within the framework of our obligation to inform.

Within the scope of KVKK, personal data includes all kinds of information related to an identified or identifiable natural person ("Personal Data") and a special type of this, Special Categories of Personal Data, data related to race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and clothing, membership of associations, foundations or unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data ("Special Categories of Personal Data").

## 2. Method of Collection of Personal Data and Legal Grounds for Processing

Your Personal Data and the Personal Data of the student you are the parent of are collected for the purpose and scope specified in Section 3 below, by automatic or non-automatic means, visually, audibly, written or electronically, and through the following methods and third parties.

- Through the form you fill out during registration and registration renewal and the information and documents provided by you at this stage,
- Through the information and documents obtained within the scope of all kinds of education and training activities carried out within TED RÖnesans College (including but not limited to lessons, exams, parent meetings, all kinds of social events organized within the school, support services such as meals, shuttles, etc. related to education),
- Through any information and documents provided by you.

Your Personal Data collected from you and the Personal Data of the student for whom you are the parent/legal Guardian will be processed in a *manner that is "relevant, limited and proportionate"* in accordance with Article 4 of the KVKK, in line with the personal data processing conditions and purposes specified in Articles 5 and 6 of the KVKK and the purposes and legal reasons specified in Section 3, within the scope of your relationship with TED RÖnesans College.

## 3. Purposes of Processing Personal Data

Your Personal Data and the Personal Data of the student you are the parent of are processed by TED RÖnesans College in line with the legal bases specified in the KVKK and for the following purposes.



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| Purposes of Processing Personal Data and Data Categories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Legal Reason(s)                                                                                                                                                                                                                              |
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| Carrying out education and training activities, creating and announcing course schedules; execution of exam processes, follow-up of student attendance-absenteeism information; interviewing and evaluating students within the scope of guidance activities; planning teacher-parent Meetings; tracking attendance with previous education information; Making academic and administrative announcements about the student, specifying the registration renewal dates (Identity Information, Contact Information, Education Information) | The establishment or performance of the contract, being mandatory for our legitimate interests, being mandatory for the establishment, exercise or protection of a Right, fulfilling legal obligations, being explicitly stipulated in laws. |
| Completion of student registration and admission procedures, determination of the student's legal representative, communication between the school and parents, and execution of education and related administrative processes (Identity Information, Contact Information, Professional Experience Information, Graduation Information, Family and Sibling Information)                                                                                                                                                                  | Establishment or performance of the contract; It is necessary for our legitimate interests                                                                                                                                                   |
| Planning educational scholarships and discounts; managing financial aid and discount processes, creating the necessary documents for scholarship applications (Identity Information, Contact Information, Education Information, Financial Information)                                                                                                                                                                                                                                                                                   | Establishment or performance of the contract; it is necessary for our legitimate interests; being mandatory for the establishment, exercise or protection of a right; Fulfillment of legal obligations                                       |
| Execution of tuition fee, installment and invoice processes; Execution of banking and accounting processes, collection/payment and management of financial records (Identity Information, Contact Information, Financial Information)                                                                                                                                                                                                                                                                                                     | Establishment or performance of the contract; it is necessary for our legitimate interests; It is mandatory for the establishment, exercise or protection of a right                                                                         |
| Control of the people who will pick up the student from school; Reaching emergency contacts, informing parents or relatives in case of emergency, communicating about events, meetings and in-school developments (Identity Information, Contact Information, Vehicle Information, Emergency Contact Person Information)                                                                                                                                                                                                                  | It is necessary for our legitimate interests; It is mandatory for the establishment, exercise or protection of a right                                                                                                                       |
| Ensuring security within the school; providing the necessary controls within the scope of physical space security; evaluation of camera recordings when necessary (Identity Information, Contact Information, Audio and Visual Records, Vehicle Information, Physical Space Security Information, Transaction Security)                                                                                                                                                                                                                   | It is necessary for our legitimate interests; It is mandatory for the establishment, exercise or protection of a right                                                                                                                       |
| Appropriate intervention to the student's allergy, medication use and discomfort information; performing emergency health interventions,                                                                                                                                                                                                                                                                                                                                                                                                  | Explicit Consent                                                                                                                                                                                                                             |



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| Purposes of Processing Personal Data and Data Categories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Legal Reason(s)                                                                                                                                                                                        |
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| communicating with health institutions (Identity Information, Contact Information, Health Information)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                        |
| Providing wireless network access for school systems and visitors; keeping log records, recording IP and user movements; ensuring access security (Identity Information, Contact Information, Transaction Security Information)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Establishment or performance of the contract; it is necessary for our legitimate interests; being mandatory for the establishment, exercise or protection of a right; Fulfillment of legal obligations |
| Notification to the Ministry of National Education and other relevant official institutions; providing the necessary information during the audit processes; fulfilling the obligations arising from the legislation, informing the authorized public institutions and organizations; Fulfillment of archiving and document retention obligations (Identity Information, Contact Information, Education Information)                                                                                                                                                                                                                                                                                                                                                                                   | Fulfillment of legal obligations; explicitly stipulated in the laws                                                                                                                                    |
| Within the scope of carrying out education and training activities; Audio, video and video recordings taken during in-school and out-of-school educational activities, social, cultural, excursion and observation activities, and in-class and extracurricular activities, websites, social media accounts, printed promotional materials belonging to the central and provincial organization of the Institution and the Ministry of National Education where the student is educated, and local and national promotional materials within the knowledge of the Institution management in order to support educational processes, promote and inform institutional activities. publication and sharing in the media. (Identity Information, Contact Information, Audio-visual Recording Information) | Explicit Consent                                                                                                                                                                                       |
| Carrying out the graduation processes of the students, issuing and delivering student certificates, temporary graduation certificates, diploma dismissal documents, (if requested) creating student annual contents (Identity Information, Contact Information, Education Information, Visual and Audio Registration Information)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | It is mandatory for the establishment, exercise or protection of a right; It is necessary for our legitimate interests                                                                                 |
| Conducting and monitoring the training processes, recording the trainings received and sharing them with the authorized institutions when necessary, making training plans, ensuring the participation of students in exams/programs organized by the school or third parties, managing student leave processes, tracking and reporting the periods when students are on leave (Identity Information, Contact Information, Education Information)                                                                                                                                                                                                                                                                                                                                                      | It is mandatory for the establishment, exercise or protection of a right; performance of the contract; It is necessary for our legitimate interests                                                    |



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| Purposes of Processing Personal Data and Data Categories                                                                                                                                                                                                                                                                                                                                                                                                                  | Legal Reason(s)  |
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| Sending discounts and campaigns, promotion, advertising and promotional activities, innovation content and similar marketing messages via e-mail, SMS, MMS, mail and other electronic communication tools; carrying out parent relationship management processes, conducting analysis and targeting studies, conducting surveys and satisfaction measurement studies and communicating in this context (Identity Information, Contact Information, Education Information) | Explicit Consent |

\*For Personal Data belonging to third parties to be provided by you, we state that the data controller is the Parent who transmits the Personal Data, and the obligation to inform and obtain explicit consent if necessary belongs to the parent.

#### 4. To Whom and For What Purpose Personal Data Can Be Transferred

TED Rönensans College may transfer your Personal Data and Personal Data related to the students you are a parent of to business partners (education platforms, service companies, banks and payment institutions, etc.) in the country with whom we cooperate and/or receive services within the framework of the purposes specified in Section 3, TED Rönensans College's third party suppliers, companies and consultants who provide support in the fields of social media and corporate communication related to their activities, the Turkish Education Association, the Ministry of National Education, Provincial/District Directorates of National Education, inspectorates, suppliers from whom services are received within the scope of a possible legal dispute, examination, investigation and judicial or administrative audit processes, and legally authorized public institutions and organizations.

Your Personal Data specified in this Clarification Text and the Personal Data of the students you are the parent of may be transferred to business partners (education platforms, test centers, social media service providers, suppliers and other providers that provide support in the fields of corporate communication and others), service providers from which TED Rönensans College receives services, organizations and companies that provide storage, archiving, informatics (server, hosting, cloud computing, e-mail and other) support.

#### 5. Your rights

We inform you that you, as the owner of Personal Data, and the students you are parents of have the following rights in accordance with Article 11 of the KVKK :

- To learn whether your Personal Data is processed or not,
- To request information if your Personal Data has been processed,
- To learn the purpose of processing your Personal Data and whether they are used in accordance with their purpose,
- To know the third parties to whom your Personal Data is transferred domestically or abroad,
- To request correction of your Personal Data in case of incomplete or incorrect processing and to request notification of the transaction made in this context to third parties to whom your Personal Data has been transferred,



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- f. Although it has been processed in accordance with the Law and other relevant law provisions, to request the deletion or destruction of personal data in case the reasons requiring its processing disappear and to request that the transaction made in this context be notified to third parties to whom your Personal Data has been transferred,
- g. To object to the fact that a result against you arises by analyzing the processed data exclusively through automated systems,
- h. To request compensation for the damage in case you suffer damage due to unlawful processing of your Personal Data.

You can submit your applications for your rights listed above to TED RÖnesans College. Depending on the nature of your request, your applications will be concluded free of charge as soon as possible and within thirty days at the latest; however, if the transaction requires an additional cost, you may be charged a fee according to the tariff to be determined by the Personal Data Protection Board.

**Data Controller:** : RÖnesans Özel Okulları Eğitim Öğretim Hizmetleri Anonim Şirketi

**Postal Address:** : No:13 Maltepe İstanbul

**E-Mail Address:** : [info@tedronesans.k12.tr](mailto:info@tedronesans.k12.tr)