



## AÇI SCHOOLS PROSPECTIVE PARENT INFORMATION NOTICE

We, **Açı Schools ("Açı")**, highly value the protection of your personal data and expect you to show the same sensitivity. Therefore, it is very important to us that you read this notice, which explains in detail which of your personal data we use and for what purpose, and that you understand **Açı's** obligations, as the **"Data Controller"**, responsible for ensuring the administrative and technical security of this information.

### Why am I reading and signing this document?

Article 10 of the Personal Data Protection Law No. 6698 ("**KVKK**"), which came into effect on April 7, 2016, requires that individuals whose personal data is processed (**referred to in the law as the data subject**) must be informed by the **"Data Controller"** who uses this data. As the **Data Controller**, we are also required to prove that this information has been provided.

### What personal data of mine is being used?

Data Category	Personal Data Processed
Identity Data	Your name and surname, the name and surname of the student for whom you are the parent/guardian, and the student's date of birth (month and year only)
Contact Data	Your mobile phone number and email address
Other Information	The Açı Schools campus where you wish to enroll the student, academic year, the class applied for, your appointment date, notes regarding the student, and if you applied via email, the content of the email

**Important Note:** By providing third-party personal data, you acknowledge that the necessary information regarding this matter has been provided to the data subject.

**Important Note:** Please refrain from sharing any information that is not requested in the form, even if you believe it may be required in the future.



## How and for What Reason Is My Personal Data Collected?

As Açı, we collect your personal data through both digital and non-digital means (**referred to in the Personal Data Protection Law as automated or non-automated methods**), depending on your method of application, including but not limited to the following:

- If you apply by visiting Açı Schools in person, via the "*Visiting Parent Form*" you complete or the "*Prospective Parent Form*" filled out on a tablet,
- If you apply by phone, through the conversation held during your call,
- If you apply via Açı Schools' official email address, through the content of the email you send,
- Through notes taken during the meetings held as part of your application process or during your visit to Açı Schools,
- *If you apply via our website, through the "Make an Appointment Form (Face-to-Face / Online)" you complete online.*

We collect your personal data within the scope of your relationship with our institution in order to establish and execute necessary agreements and to fulfill our legitimate interests, provided that doing so does not harm your fundamental rights and freedoms.

## Why Is My Personal Data Used?

As Açı, we process your personal data solely for the following purposes and **never for any purpose beyond those listed**:

- **To provide feedback regarding the registration process** (For example, your email address is requested so that we can send you pre-registration announcements),
- **To identify you and the student for whom you are the parent/guardian** (For example, your name and surname are requested in the "Prospective Parent Form" so we can identify you),
- **To determine the appropriate grade level for the student under your guardianship** (For example, the student's age is requested to assess grade eligibility),
- **To evaluate the student's suitability for the educational culture of Açı Schools** (For example, notes regarding the student may be recorded in the comment section of the "Prospective Parent Form"),
- **To plan the registration process** (For example, the campus and grade you applied for are requested to help us check the availability of spots in the desired campus),
- **To schedule and track parent meetings** (For example, your appointment date is requested in order to plan our daily meeting schedule).



## Is My Personal Data Shared with Others?

Yes, we may need to share your personal data with our business partners, official authorities, auditors, legal advisors, and financial consultants. However, such transfers are carried out only within specific purposes and with your knowledge.

Accordingly, **your personal data may be transferred to:**

- Lawyers, auditors, and tax consultants for the purpose of ensuring our business operations are conducted in compliance with applicable legislation and for the follow-up and execution of legal processes,
- Authorized institutions and organizations, such as regulatory and supervisory bodies, courts, and enforcement offices, for the purpose of providing legally required information,
- Your authorized representatives, including attorneys or agents, to fulfill your requests.

## What Rights Does the Personal Data Protection Law Grant Me?

**KVKK** grants you various rights in order to give you control over your personal data, including but not limited to: (a) learning whether your personal data is being processed; (b) if it has been processed, requesting information regarding such processing; (c) learning the purpose of the processing and whether your data is being used in accordance with that purpose; (d) knowing the third parties to whom your personal data has been transferred, whether domestically or internationally; (e) requesting the correction of your personal data if it has been processed incompletely or inaccurately; (f) requesting the deletion or destruction of your personal data. You can find the full scope and details of these rights in Article 11 of the **KVKK**.

## How Can I Exercise My Rights?

If you wish to exercise any of your rights mentioned above, you may submit your request to us in writing (**e.g., via a notarized notice or registered mail**) or electronically through a registered electronic mail (KEP) address, secure electronic signature, mobile signature, or by using the email address previously provided to and registered **in our systems**.