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# GENERAL EXPLANATION ON THE INFORMATION REQUEST REGARDING PERSONAL DATA IN ACCORDANCE WITH LAW NO: 6698

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## 1. GENERAL INFORMATION ABOUT THE REQUEST

Article 11 of Law No. 6698 on the Protection of Personal Data regulates the rights of the data owner. In the relevant article of the law, data owner is defined as the “person concerned” and s/he is granted the right to make some requests regarding the processing of his/her data. In accordance with this article, each person concerned has the right:

- a. to learn whether his/her personal data are processed or not,
- b. to demand information as to whether his/her personal data have been processed,
- c. to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose,
- d. to know the third parties to whom his/her personal data are transferred in country or abroad,
- e. to request the rectification of the incomplete or inaccurate data, if any,
- f. to request the erasure, destruction or anonymization of his/her personal data under the conditions referred to in Article 7 of the Law titled “Erasure, Destruction or Anonymization of Personal Data”,
- g. to request notification of the operations such as correction of incomplete or incorrectly processed data or erasure or destruction of data in question upon the request of the person concerned to third parties to whom his/her personal data have been transferred,
- h. to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
- i. to claim compensation for the damage encountered due to the unlawful processing of his/her personal data.

Applications/requests should be filed in person. It is not possible to request information regarding the personal data of another person. TURKISH MAARIF FOUNDATION (hereinafter shall briefly be referred to as “MAARIF FOUNDATION” or “Foundation”) may request further and additional information from the person concerned for confirmation purposes in case it considers the identity of the applicant as suspicious. MAARIF FOUNDATION reserves the right to file a lawsuit and claim compensation in the event it determines that a data request application has been filed on behalf of someone else.

## 2. INFORMATION ABOUT THE APPLICATION/REQUEST PROCEDURE

You may submit your requests regarding your above-mentioned rights to MAARIF FOUNDATION, acting as the Data Controller, in writing or via registered electronic mail (RM) address, by using secure electronic signature, mobile signature or using your e-mail address electronically notified to the data controller by the data owner and registered in the data controller's system. For the purpose of data request applications to be filed in writing, you may print out the attached "Information Request Form", which you can download to your computer by clicking. You should enclose the form in an envelope titled "Information Request Regarding Personal Data" when sending this form to our foundation. Information Request Application Form will be delivered;

1. personally by the Applicant;
2. via registered mail with return receipt;
3. via notary public;

to our FOUNDATION.

**Data Controller** : TURKISH MAARIF FOUNDATION  
**Address** : ALTUNİZADE MAHALLESİ ORD. PROF. DR. FAHRETTİN KERİM  
KERİM GÖKAY CADDESİ ERDEM SOKAK NO: 5 ÜSKÜDAR / İSTANBUL  
**Tel.** : +90 216 323 35 35  
**E-mail** : iletisim@turkiyemaarif.org

## 3. INFORMATION REGARDING THE PERSON CONCERNED REQUESTING INFORMATION

Name, surname and signature (if the application is filed in writing), R.T. Personal identification number, nationality for foreigners, passport number or identification number (if any), place of residence or workplace address for notification, e-mail address for notification, telephone and fax number (if any) and subject of request should be completely and clearly specified in the information request that you have notified to us. MAARIF FOUNDATION will not be able to process and conclude your information requests in case there is a deficiency in the said information. MAARIF FOUNDATION will not assume any responsibility with regard to the fact that the request is not processed or concluded in case your personal information in the data request form is inaccurate or incomplete. In addition, we kindly request that information and documents related to the subject be attached to the application.



**TURKISH MAARIF FOUNDATION**