

## CLARIFICATION TEXT ON DATA PROCESSING IN ACCORDANCE WITH THE PERSONAL DATA PROTECTION LAW

\* This is an English translation. In case of any difference in meaning between the original Turkish text and the English translation, the Turkish text shall apply.

NUN Education and Culture Foundation Private NUN Commercial Enterprise (NUN SCHOOLS), as the Data Controller, shows the highest level of sensitivity in protecting your personal data regarding your resume and information that you, the Employee Candidates, share with our Institution during the job application process and/or available on the Human Resources Platforms, and it attaches great importance to processing and protecting Personal Data in accordance with the Personal Data Protection Law No. 6698.

Any personal information you have provided while applying for a job with our institution, NUN SCHOOLS, as an Employee Candidate, and/or transmitted to NUN SCHOOLS by third-party Human Resources Platforms, including your identity and contact details, age, gender, health information, demographic data such as marital status, country of residence, educational background, which are considered as personal data by law and is subjected to legal processing. Information regarding your work experience, participation in seminars, and occupational training you attended are processed in accordance with the law and are stored only if you comply with NUN SCHOOLS employment criteria and if it is needed in the future.

As part of the job application process for NUN SCHOOLS, you may need to provide personal data such as your resume, copies of your identity card, health reports, personality test results, and decriminalization records. This data will be shared with our Institution by you or through Human Resources Platforms that you have previously authorized to share your data with us. As a job candidate, we obtain and store your personal data with utmost care and respect for your individual rights and freedoms. This is done with the legitimate purpose of providing employment opportunities that are open or may become open in the future within our organization. Your personal information will be used solely for the purpose of job application and will not be shared with any third party without your explicit consent. The aforementioned data will be retained and processed for 5 years, starting from the date the relevant resume is submitted to our institution, after which it will be deleted. Due to your job application, the necessary security measures have been defined to prevent your personal data from being processed and accessed illegally, and the necessary administrative and technical measures have been taken, such as limiting the authority, signing a confidentiality agreement with the personnel who have access to this data not to disclose it to anyone else in violation of the law and not to use it outside the processing area.

In this context, in order to exercise your rights over your personal data in accordance with Article 11 of the Personal Data Protection Law No. 6698,

[you can contact our](mailto:insankaynaklari@nunvakif.org) institution [at the e-mail addresses insankaynaklari@nunvakif.org,](mailto:insankaynaklari@nunvakif.org)  
[nunik@nunvakif.org,](mailto:nunik@nunvakif.org) [info@nunokullari.com](mailto:info@nunokullari.com) [to:](#)

- Receive detailed information about your rights to the protection of your personal data,
- Be informed whether your personal data have been processed or not,
- Request detailed information on your processed data,
- Inquire about the purpose of processing and whether your data have been used appropriately for intended purposes,
- Be informed whether the personal data has been transferred to third parties or not and to whom,
- Request a rectification if the personal data has been processed incompletely or incorrectly,

- Request to have your data deleted within the framework of the conditions stipulated in the legislation,
- Request the correction or deletion of personal data to be forwarded to third parties to whom it has been transferred,
- If you suffer any losses as a result of unlawful data processing activities, you may ask for compensation for the damage.

## **RIGHTS OF THE PERSONAL DATA SUBJECT**

Under KVKK and related legislation, each data subject has the right to request to

NUN SCHOOLS informs the personal data owner of his or her rights in accordance with Article 10 of the Personal Data Protection Law and guides the personal data owner on how to use these rights. NUN SCHOOLS complies with Article 13 of the Personal Data Protection Law by implementing the required procedures, internal processes, and administrative and technical regulations to ensure that personal data owners' rights are respected and that they are provided with the necessary information they need.

As the relevant person, you must submit your application in a clear and understandable manner, including your requests regarding your rights, by attaching documents identifying your identity and address information in the handwritten form with a wet signature, by hand, by mail, or through a notary public, to the school's address **Elmalı Mah. Beykoz Elmalı Yolu Sk.**

**No:5/1 Beykoz-İstanbul Turkey**, or you can send it digitally to [insankaynaklari@nunvakif.org](mailto:insankaynaklari@nunvakif.org) or [nunik@nunvakif.org](mailto:nunik@nunvakif.org) e-mail addresses.

Our institution reserves the right to ask for verification of your identity before responding. The following information must be included on your application form:

- Your full name, surname and signature (if the text is submitted by hand),
- For citizens of the Republic of Turkey, the Turkish ID number; for foreigners, the passport number or your national ID number.
- Your residential or work address based on the precept,
- Your e-mail address, phone, and fax number, based on the notification,
- Your subject of demand,

are mandatory to be present and include any relevant information and documents with the application.

**Requests submitted to our institution will be answered electronically or in written form, depending on the nature of the request, within thirty days at the latest by the institution.**

## **CONTACT INFORMATION:**

**Address** : Elmalı Mah. Beykoz Elmalı Yolu Sok. No:5/1 Beykoz-İstanbul

**E-mail** : [insankaynaklari@nunvakif.org](mailto:insankaynaklari@nunvakif.org), [nunik@nunvakif.org](mailto:nunik@nunvakif.org), [info@nunokullari.com](mailto:info@nunokullari.com)

**Tel** 0216 686 16 86

## EXPLICIT CONSENT DECLARATION FORM OF THE DATA SUBJECT

I have read the Clarification Text on the Processing of Personal Data No. 6698; I hereby accept, declare and undertake that my personal data specified below will be collected, recorded, processed, stored and disclosed with other persons and/or organizations within the framework of the principles determined by **NUN Foundation for Education and Culture-Private NUN Schools Commercial Enterprise** (NUN Eğitim ve Kültür Vakfı-Özel NUN Okulları İktisadi İşletmesi) ("institution") within my permission in advance to share it within the scope of the information provided in the annex of this express consent text.