



**Headquarters**

EDU Group GmbH  
Koepe Str. 25 D-41812  
Erkelenz / Germany  
T: +49 2431 9450111  
F: +49 243 19450129

**Turkey Office**

Kore Şehitleri Cad.  
Mithat Ünlü Sokak Plaza 21  
D: 14 No: 17 Esentepe /İstanbul/Turkey  
T: +90 212 280 86 36  
F: +90 212 280 33 37

**PERSONAL DATA PROTECTION NOTICE**

EDU Grup, EDU Çeviri, Turkish Translation Office, Transistent and EDU Language Group are registered trademarks of **Barlas Eğitim Danışmanlık Bilgisayar Hizmetleri Tercüme Turizm San. Ve Dış Tic. Ltd. Şti.** The company is domiciled at Kore Şehitleri Caddesi Mithat Ünlü Sok. No:17 Plaza 21 D.14, registered with Zincirlikuyu Tax Office under tax ID number 1420510212.

Our company located at Koepestrasse 25-27, D-41812 Erkelenz, Germany provides service as **EDU Group GmbH** founded according to German laws under tax ID number 295162040.

EDU Language Group and other stated trademarks (hereinafter "EDU") will have the right to act as a data controller under the Turkish Personal Data Protection Law ("KVKK") No. 6698, to process your personal information in line with your approval and the below-mentioned rules, and to disclose it to third parties to the extent permitted by the legislation.

This Notice also explains how we process "personal data or information" about people in the European Union (EU), as required under the General Data Protection Regulation (GDPR).

"Personal data or information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable. EDU's Protection of Personal Data Notice applies to personal information collected and/or held by EDU.

Among the reasons behind why we will process your personal data are; to ensure the satisfaction of the contracts made between you and our company regarding your applications to our vacant positions and your use of our products/services, or other reasons; to comply with the data storage and reporting obligations, as well as the obligation to inform as stipulated by the competent authorities; to offer the products/services requested by you; to get to know you, our customers, within the scope of the data permitted by you for processing issues; to enhance communication and increase service quality; to ensure the appropriate product availability; to maintain commercial relations; and to send you e-mail messages upon your approval.

**To whom and for what purposes personal data can be transferred?**

For the purposes of increasing service quality, ensuring the appropriate product availability and maintaining commercial relations, your personal data can be transferred, in accordance with the terms stipulated in the applicable law, to the persons or entities permitted by the provisions of the legislation, our subsidiaries and group companies, as well as to other third persons with which we collaborate or receive services from to carry out our business.

**How EDU collects Personal Data?**

Your personal data can be collected verbally, in writing, or in the electronic environment through channels such as websites, your service requests from our company or subsidiaries, your e-mails and text messages, and your job applications for the vacant positions listed on our website or other career sites.

Personal information and data will only be collected by EDU on a submission basis. That is, the only information stored and accessed will be that information that is submitted to EDU.



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**For how long does EDU hold personal data?**

EDU operates on a strict policy of only retaining personal information and data for as long as it deems necessary to fulfil the purposes for which it was collected. EDU may hold certain personal information after collaborations have ceased if it is necessary to comply with any relevant legal obligations or regulatory requirements, or in the enforcing of this Privacy Notice or any other agreement held between EDU and the individuals.

**How does EDU protect personal data?**

Protection of personal data is of extreme importance to EDU. EDU maintains all appropriate technical and physical safeguards to protect data from accidental or unlawful destruction or loss, alteration, unauthorized disclosure or access, use and all other unlawful forms of processing.

**What are my rights in relation to my personal data stored by EDU?**

Persons have the right to inspect all facets of their own personal data held by EDU at any time, without restriction. By contacting our company in writing you can exercise your rights to:

- a) Find out whether your personal data has been processed or not.
- b) Request information about data processing, if any.
- c) Find out the purpose of the processing and learn whether your personal data has been used for the intended purpose.
- d) Learn the names of the domestic/overseas third persons to whom the data has been transferred.
- e) Request correction if the data has been processed wrongly/incompletely.
- f) Request the deletion/destruction or anonymization of the data under the conditions stipulated in the applicable law.
- g) Request that the procedures carried out as per paragraphs (e) and (f) above are notified to the relevant third persons.
- h) Object to any potential adverse result that may occur due to an analysis conducted through automated systems solely.
- i) Request indemnification, in the event you suffer any damage due to illegal processing.

EDU reserves the right to update or alter its Privacy Notice at any time. The amended Privacy Notice will be provided to all concerned parties where appropriate in a timely fashion as of when it takes effect.



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**APPLICATION METHOD**

In the light of the above-mentioned information, you can make your application by sending a registered and reply paid letter to our Turkey Office located at the address Kore Şehitleri Caddesi, Mithat Ünlü Sokak Plaza 21 D: 14 No:17 34394 Zincirlikuyu / İstanbul, by submitting an application form in person, or by filling out the below form with your secure electronic signature attached and sending it to [info@turkishtranslationoffice.com](mailto:info@turkishtranslationoffice.com).

**APPLICATION FORM**

**Your Contact Details**

Name Surname			
Republic of Turkey Identity No.		Mobile	
E-mail		Home Telephone Number	
Address			

**Requests and Wishes**

<b>Your Current Position</b>	
<input type="checkbox"/> Customer	<input type="checkbox"/> Business Partner
<input type="checkbox"/> Visitor	<input type="checkbox"/> Former Employee
<input type="checkbox"/> Employee	<input type="checkbox"/> Other
Name the department with which you are in contact within our company.	



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**Your Requests**

<b>Your Requests</b>	
<b>1</b>	Does your company process my personal data?
<b>2</b>	What processing operations does my personal data undergo?
<b>3</b>	What is the reason behind the processing of my personal data?
<b>4</b>	Do you transfer my personal data to domestic or overseas third persons?
<b>5</b>	I would like to have my personal data corrected as specified below. (You should indicate this request by clearly stating the information that you wish to have corrected and submitting the documents that show the correct or complementary details.)
<b>6</b>	I would like to have my personal data deleted as specified below. (You should give the reason for deletion.)
<b>7</b>	I would like to have my personal data anonymized as specified below. (You should give the reason for deletion.)
<b>8</b>	I would like my correction and/or deletion request to be conveyed to the persons specified below.
<b>9</b>	I would like the damage I suffered due to the illegal processing of my personal data to be compensated. (The damage must be based on a justified reason and documentation.)



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**Remarks**

**How would you like us to send you our response to your application?**

**How would you like us to send you our response to your application?**

- |  |
|--|
| <input type="checkbox"/> Send it to my above-mentioned address.  |
| <input type="checkbox"/> Send it to my above-mentioned e-mail address.   |
| <input type="checkbox"/> I would like to receive it personally. (A notarized letter of attorney or authorization certificate is required for deliveries by proxy.) |