

**ABDİ İBRAHİM FOUNDATION**  
**PERSONAL DATA PROTECTION AND**  
**PROCESSING POLICY**

Version 0.1

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## 1. INTRODUCTION

### 1.1. Purpose and Scope of the Policy

Law No. 6698 on the Protection of Personal Data ("**Law**") entered into force on April 7, 2016 and this Abdi İbrahim Foundation Personal Data Processing and Protection Policy ("**Policy**") aims to ensure the compliance of the Abdi İbrahim Foundation ("**Foundation**") with the Law and to determine the principles to be followed by the Foundation in fulfilling its obligations regarding the protection and processing of personal data.

The Policy determines the conditions for processing personal data and sets out the main principles adopted by the Foundation in the processing of personal data. Within this framework, the Policy covers all personal data processing activities carried out by the Foundation within the scope of the Law, the owners of all personal data processed by the Foundation and all personal data processed by the Foundation.

Issues regarding the processing of personal data of the Foundation's employees are not within the scope of this Policy and are regulated separately in the Abdi İbrahim Foundation Policy on Processing and Protection of Employee Personal Data.

Definitions of terms used in the Policy are provided in Annex 1.

### 1.2. Enforcement and Amendment

The Policy has been published on the website of the Foundation and made available to the public. In case of any conflict between the legislation in force, particularly the Law, and the regulations in this Policy, the provisions of the legislation shall apply.

The Foundation reserves the right to amend the Policy in line with legal regulations. The current version of the Policy is available on the Foundation's website

## 2. RELEVANT CATEGORIES OF PERSONS FOR THE PERSONAL DATA PROCESSING ACTIVITIES CARRIED OUT BY OUR FOUNDATION,

### DATA PROCESSING PURPOSES AND DATA CATEGORIES

#### 2.1. Related Person Categories

Data subjects within the scope of the Policy are all natural persons other than the employees of the Foundation whose personal data are processed by the Foundation. In this context, the categories of data subjects are as follows:

RELEVANT CATEGORIES OF PERSONS		EXPLANATION
1.	<b>Scholarship Recipient</b>	Refers to real persons who benefit from the products and services offered by the Foundation.
4.	<b>Visitor</b>	Refers to real persons who visit the Foundation's premises and website.

<b>5.</b>	<b>Employee Candidate</b>	Refers to real persons who apply for a job by sending a CV to the Foundation or through other methods.
<b>6.</b>	<b>Third Parties</b>	The categories of relevant persons listed above refer to real persons excluding the employees of the Foundation.

Relevant person categories are indicated for general information sharing purposes. The fact that the data subject does not fall within the scope of any of these categories does not eliminate his/her status as a data subject as set out in the Law.

## 2.2. Purposes of Processing Personal Data

Your personal data and sensitive personal data may be processed by the Foundation for the following purposes in accordance with the personal data processing conditions in the Law and the relevant legislation:

<b>MAIN OBJECTIVES</b>	<b>SUB-OBJECTIVES</b>
<b>The commercial activities carried out by the Foundation operational processes for the design and execution of the relevant business processes planning by our units and execution</b>	<ol style="list-style-type: none"> <li>1. Conducting and monitoring research and development</li> <li>2. activities</li> <li>3. Planning and execution of business activities</li> <li>4. Execution of corporate communication processes</li> <li>5. Organization, invitation and event management</li> <li>6. Establishment and supervision of activities to ensure business continuity</li> <li>7. Planning and execution of information access authorizations of the parties with whom our Foundation has a business relationship</li> <li>8. Management of corporate sustainability and social responsibility activities</li> </ol> <p>Planning, monitoring and <b>execution</b> of logistics operations</p>
<b>Foundation Commercial and Operational Regarding Activities Strategic Planning Execution of Studies</b>	<ol style="list-style-type: none"> <li>1. Developing and monitoring relationships with business partners and suppliers</li> </ol>
<b>By business units Relevant products and services of the Foundation planning and execution of the necessary work to be made available to individuals</b>	<ol style="list-style-type: none"> <li>1. Processes for the establishment and performance of contracts and management of legal claims</li> <li>2. Design, development and execution of patient-facing processes</li> <li>3. processes</li> <li>4. Carrying out scholarship holder relations management activities</li> </ol> <p>Planning and execution of processes for the collection and evaluation of scholarship requests and complaints</p>

<p><b>Foundation Human Resources Procedures Creation and Management</b></p>	<ol style="list-style-type: none"> <li>1. Planning and execution of intern and student recruitment</li> <li>2. processes</li> </ol> <p>Monitoring the human resources needs required for the business activities of our Foundation</p>
<p><b>Customizing the products and services offered by the Foundation in line with the preferences and needs of the relevant persons to propose and promote design and execution of activities</b></p>	<ol style="list-style-type: none"> <li>1.</li> <li>2. Design and execution of market research activities related to the products and services offered by our Foundation</li> <li>3. Planning and execution of activities to obtain the highest benefit from the products and services offered by our Foundation</li> <li>4. Planning and execution of processes carried out with healthcare professionals</li> </ol> <p>Carrying out marketing processes for the products and services offered by our Foundation</p>
<p><b>The legal, technical and commercial activities of the relevant persons who have a business relationship with the Foundation</b>  <b>Planning and execution of processes to ensure security</b></p>	<ol style="list-style-type: none"> <li>1. Planning and execution of activities for emergency and incident management</li> <li>2. Notifications to legally authorized institutions or organizations arising from legislation</li> <li>3. Follow-up of activities and legal affairs for the fulfillment of legal obligations</li> <li>4. Designing and executing processes to ensure the security of the Foundation's premises and facilities</li> <li>5. Keeping and tracking the entry and exit records of business partner and supplier employees</li> <li>6. Planning and execution of processes within the scope of occupational health and safety</li> <li>7. Keeping and tracking visitor records</li> <li>8. Planning and execution of audit processes</li> <li>9. Ensuring that data is accurate and up-to-date</li> <li>10. Monitoring of the Foundation's financial risk processes</li> </ol>

### 2.3. Personal Data Categories

Your personal data categorized below are processed by the Foundation in accordance with the personal data processing conditions in the Law and the relevant legislation:

PERSONAL DATA CATEGORIZATION	EXPLANATION
<p><b>Identity Information</b></p>	<p>All <b>information</b> about the identity of the person in documents such as driver's license, identity card, residence card, passport, lawyer ID, marriage certificate</p>
<p><b>Contact Information</b></p>	<p><b>Information</b> for contacting the person concerned, such as phone number, address, e-mail</p>

<b>Family Members and Relatives Info</b>	<b>Information</b> about the family members and relatives of the person concerned, which is processed in relation to the products and services we offer or in order to protect the legal interests of the Foundation and the person concerned
<b>Physical Space Security Info</b>	Personal <b>data</b> related to records and documents such as camera recordings, fingerprint records taken at the entrance to the physical space, during the stay in the physical space
<b>Transaction Security Information</b>	<b>Your</b> personal <b>data</b> processed to ensure our technical, administrative, legal and commercial security while carrying out our foundation activities
<b>Financial Information</b>	Personal <b>data</b> processed regarding information, documents and records showing all kinds of financial results created according to the type of legal relationship established by our Foundation with the person concerned
<b>Employee Candidate Information</b>	Personal <b>data</b> processed in relation to individuals who have applied to become an employee of our Foundation or who have been evaluated as an employee candidate in line with the human resources needs of our Foundation in accordance with the commercial custom and honesty rules or who are in a working relationship with our Foundation
<b>Due Process and Compliance Info</b>	Personal <b>data</b> processed within the scope of determination and follow-up of our legal receivables and rights and performance of our debts and compliance with our legal obligations and policies of our Foundation
<b>Audit and Inspection Knowledge</b>	Personal <b>data</b> processed within the scope of our Foundation's legal obligations and compliance with the Foundation's policies
<b>Sensitive Data</b>	Data relating to race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and dress, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data are sensitive personal data.
<b>Request/Complaint Management Info</b>	Personal <b>data</b> regarding the receipt and evaluation of any request or complaint addressed to our Foundation
<b>Reputation Management Knowledge</b>	Information collected for the purpose of protecting the commercial reputation of our Foundation and <b>information</b> on the evaluation reports and actions taken
<b>Incident Management Knowledge</b>	Personal <b>data</b> processed in order to take the necessary legal, technical and administrative measures against the events that develop in order to protect the commercial rights and interests of our Foundation and the rights and interests of our scholarship holders

### 3. PRINCIPLES AND CONDITIONS REGARDING THE PROCESSING OF PERSONAL DATA

#### 3.1. Principles Regarding the Processing of Personal Data

Your personal data is processed by the Foundation in accordance with the personal data processing principles set out in Article 4 of the Law. These principles must be complied with for each personal data processing activity:

- **Processing of personal data in accordance with the law and good faith;** *The Foundation acts in accordance with the laws, secondary regulations and general principles of law in the processing of your personal data; It attaches importance to processing personal data limited to the purpose of processing and taking into account the reasonable expectations of data owners.*
- **Accuracy and timeliness of personal data;** *The Foundation pays attention to whether your personal data processed by the Foundation is up to date and to make checks regarding this. In this context, data subjects are given the right to request correction or deletion of their inaccurate and outdated data.*
- **Processing of personal data for specific, explicit and legitimate purposes;** *The Foundation determines the purposes of data processing before each personal data processing activity and ensures that these purposes are not unlawful.*
- **Being relevant, limited and proportionate to the purpose for which personal data is processed;** *The data processing activity by the Foundation is limited to the personal data necessary to fulfill the purpose of collection and necessary steps are taken to ensure that personal data not related to this purpose are not processed.*
- **Retention of personal data for the period required by the legislation or processing purposes;** *Personal data are deleted, destroyed or anonymized by the Foundation after the purpose of processing personal data disappears or upon expiration of the period stipulated in the legislation.*

#### 3.2. Conditions Regarding the Processing of Personal Data

Your personal data is processed by the Foundation in the presence of at least one of the personal data processing conditions specified in Article 5 of the Law. Explanations regarding these conditions are given below:

- In cases where **the explicit consent of the data subject** does not exist in the absence of other data processing conditions, in accordance with the general principles under title 3.1, the **personal** data of the data subject may be processed by the Foundation with the free will of the data subject, with sufficient information regarding the personal data processing activity, in a manner that leaves no room for hesitation and only if the data subject gives consent limited to that transaction.
- In the event **that the personal data processing activity is explicitly stipulated in the laws**, personal data may be processed by the Foundation without the explicit consent of the data subject. In this case, the Foundation will process personal data within the framework of the relevant legal regulation.
- In the event **that the explicit consent of the person concerned cannot be obtained due to actual impossibility and personal data processing is mandatory**, personal

data belonging to the person concerned who is unable to disclose his consent or whose consent cannot be validated by the Foundation will be processed in the event that personal data processing is mandatory to protect the life or physical integrity of the person concerned or a third person.

- In the event ***that the personal data processing activity is directly related to the establishment or performance of a contract***, personal data processing activity will be carried out if it is necessary to process personal data belonging to the parties of the contract established or already signed between the person concerned and the Foundation.
- In ***the event that it is mandatory to carry out personal data processing activities in order to fulfill the legal obligation of the data controller***, the Foundation processes personal data in order to fulfill its legal obligations stipulated under the applicable legislation.
- ***The fact that the person concerned has made his/her personal data public***, the personal data disclosed to the public in any way by the person concerned, and the personal data that have been opened to the knowledge of everyone as a result of disclosure can be processed by the Foundation limited to the purpose of disclosure, even without the explicit consent of the persons concerned.
- In the event ***that personal data processing is mandatory for the establishment, exercise or protection of a right***, the Foundation may process the personal data of the data subject without the explicit consent of the data subject within the scope of the obligation.
- ***Provided that it does not harm the fundamental rights and freedoms of the data subject, if data processing is mandatory for the legitimate interests of the data controller***, personal data may be processed by the Foundation, provided that the balance of interests of the Foundation and the data subject is observed. In this context, in the processing of data based on legitimate interest, the Foundation first determines the legitimate interest to be obtained as a result of the processing activity. It evaluates the possible impact of the processing of personal data on the rights and freedoms of the data subject and performs the processing activity if it is of the opinion that the balance is not impaired.

### **3.3. Conditions Regarding the Processing of Sensitive Personal Data**

Article 6 of the Law specifies a limited number of special categories of personal data. These are; race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, appearance and dress, membership to associations, foundations or trade unions, health, sexual life, criminal conviction and security measures, and biometric and genetic data.

The Foundation may process special categories of personal data in the following cases by ensuring that additional measures determined by the Personal Data Protection Board are taken:

- Explicit consent of the person concerned,
- Explicitly stipulated in the law,
- It is necessary for the protection of the life or bodily integrity of the person who is unable to disclose his/her consent due to actual impossibility or whose consent is not legally valid, himself/herself or someone else,

- It is related to the personal data made public by the data subject and is in accordance with the will of the data subject to make it public,
- Necessity for the establishment, exercise or protection of a right,
- It is necessary for the protection of public health, preventive medicine, medical diagnosis, treatment and care services, and the planning, management and financing of health services by persons under the obligation to keep secrets or authorized institutions and organizations,
- It is mandatory for the fulfillment of legal obligations in the areas of employment, occupational health and safety, social security, social services and social assistance,
- Current or former members and members of foundations, associations and other non-profit organizations or formations established for political, philosophical, religious or trade union purposes, or persons who are in regular contact with these organizations and formations, provided that they comply with the legislation to which they are subject and their purposes, are limited to their fields of activity and are not disclosed to third parties.

#### 4. TRANSFER OF PERSONAL DATA

In accordance with the additional regulations listed in Articles 8 and 9 of the Law and determined by the Personal Data Protection Board, the Foundation may transfer personal data domestically or abroad if the conditions for the transfer of personal data are met.

- Your **personal data** may **be** transferred by the Foundation to **third parties in the country**, provided that at least one of the data processing conditions specified in Articles 5 and 6 of the Law and explained under Title 3 of this Policy exists and the basic principles regarding the data processing conditions are complied with.
- **Personal data may be transferred to third parties abroad** by data controllers and data processors if one of the conditions specified in Articles 5 and 6 of the Law exists and there is a qualification decision on the country, sectors within the country or international organizations to which the transfer will be made.

In the absence of an adequacy decision, personal data may be transferred abroad if one of the following appropriate safeguards is provided by the parties, provided that one of the conditions specified in Articles 5 and 6 of the Law exists, the person concerned has the opportunity to exercise his rights and to apply for effective legal remedies in the country where the transfer will be made:

- a) Existence of an agreement that is not in the nature of an international contract between public institutions and organizations or international organizations abroad and public institutions and organizations or professional organizations in the nature of a public institution in Turkey, and authorization of the transfer by the Board.
- b) The existence of binding corporate rules approved by the Board, which contain provisions on the protection of personal data and which companies within the group of undertakings engaged in joint economic activities are obliged to comply with.
- c) Existence of a standard contract announced by the Board, including data categories, purposes of data transfer, recipient and recipient groups, technical and administrative measures to be taken by the data recipient, additional measures taken for special categories of personal data.

ç) Existence of a written undertaking containing provisions to ensure adequate protection and authorization of the transfer by the Board.

In the absence of an adequacy decision and in the event that any of the appropriate safeguards stipulated above cannot be provided, it may transfer personal data abroad only in the presence of one of the following cases, provided that it is incidental:

a) The data subject's explicit consent to the transfer, provided that he/she is informed about the possible risks.

b) The transfer is mandatory for the performance of a contract between the data subject and the data controller or for the implementation of pre-contractual measures taken upon the request of the data subject.

c) The transfer is mandatory for the establishment or performance of a contract between the data controller and another natural or legal person for the benefit of the data subject.

ç) The transfer is mandatory for an overriding public interest.

d) It is mandatory to transfer personal data for the establishment, exercise or protection of a right.

e) It is mandatory to transfer personal data for the protection of the life or physical integrity of the person who is unable to disclose his/her consent due to actual impossibility or whose consent is not legally valid.

f) Transfer from a registry that is open to the public or persons with a legitimate interest, provided that the conditions required to access the registry in the relevant legislation are met and the person with a legitimate interest requests it.

Within the general principles of the Law and the data transfer conditions in Articles 8 and 9, the Foundation may transfer data to the parties categorized in the table below:

SHARED PARTY CATEGORIZATION	SCOPE	PURPOSE OF TRANSFER
<b>Business Partner</b>	Parties with whom the Foundation establishes business partnerships while conducting its commercial activities	Sharing of personal data limited to the purpose of ensuring the fulfillment of the purposes for which the business partnership was established
<b>Supplier</b>	Parties that provide services for the Foundation to continue its commercial activities in line with the instructions received from the Foundation and based on the contract between the Foundation and the Foundation	Transfer limited to the receipt of outsourced services from the supplier
<b>Legally Authorized Public Authority</b>	Public institutions and organizations legally authorized to receive information and documents from the Foundation	Sharing personal data limited to the purpose of requesting information by the relevant

		public institutions and organizations
<b>Legally Authorized Private Institution</b>	Private law persons legally authorized to receive information and documents from the Foundation	Sharing data limited to the purpose requested by the relevant private law persons within their legal authority
<b>Universities</b>	State Universities and Foundation Universities	Organizing campus events, promotion of our Foundation at universities, clinical research studies, other situations stipulated by the legislation

## 5. DISCLOSURE AND RIGHTS OF INTERESTED PERSONS

According to Article 10 of the Law, the data subjects must be informed about the processing of personal data before or at the latest at the time of processing personal data. Pursuant to the relevant article, the necessary structure has been established within the Foundation to ensure that the relevant persons are informed in every case where personal data processing activities are carried out by the Foundation as the data controller. In this context;

- Please refer to section 2.2 of the Policy for the purpose of processing your personal data.
- Please see Section 4 of the Policy for the parties to whom your personal data are transferred and the purpose of transfer.
- Please refer to sections 3.2 and 3.3 of the Policy to review the conditions for processing your personal data, which can be collected through different channels in physical or electronic environments.
- We would like to point out that as a data subject, you have the following rights under Article 11 of the Law:
  - Learn whether your personal data is being processed,
  - 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 within this scope to third parties to whom your personal data has been transferred,
  - To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, although it has been processed in accordance with the provisions of the Law and other relevant laws, and to request notification of the transaction made within this scope to third parties to whom your personal data has been transferred,
  - To object if a result arises against you by analyzing the processed data exclusively through automated systems,

- In case you suffer damage due to unlawful processing of your personal data demand compensation for damages.

You can submit your applications for your rights listed above to our Foundation by filling out [the Data Subject Application Form](#), which you can access from . Depending on the nature of your request, your applications will be finalized 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.

The Foundation notifies the relevant persons in writing or electronically of the responses to their applications. If the application is rejected, the reasons for rejection will be explained to the person concerned with justification.

In the event that personal data are not obtained directly from the data subjects, the Foundation carries out activities to inform the data subjects (1) within a reasonable period of time from the acquisition of personal data, (2) if personal data will be used for communication with the data subject, during the first communication, (3) if personal data will be transferred, at the latest during the first transfer of personal data.

## **6. DELETION, DESTRUCTION, ANONYMIZATION OF PERSONAL DATA**

Pursuant to Article 7 of the Law, although it has been processed in accordance with the law, in the event that the reasons requiring its processing disappear, the Foundation deletes, destroys or anonymizes the personal data ex officio or upon the request of the data subject in accordance with the guidelines published by the Authority.

## **7. SCOPE OF THE LAW AND LIMITATIONS ON ITS APPLICATION**

The following situations are excluded from the scope of the Law:

- Processing of personal data by natural persons within the scope of activities related to themselves or their family members living in the same residence, provided that personal data are not disclosed to third parties and the obligations regarding data security are complied with.
- Processing of personal data for purposes such as research, planning and statistics by anonymizing them with official statistics.
- Processing of personal data for artistic, historical, literary or scientific purposes or within the scope of freedom of expression, provided that it does not violate national defense, national security, public security, public safety, public order, economic security, privacy of private life or personal rights or does not constitute a crime.
- Processing of personal data within the scope of preventive, protective and intelligence activities carried out by public institutions and organizations authorized by law to ensure national defense, national security, public security, public order or economic security.
- Processing of personal data by judicial or enforcement authorities in relation to investigations, prosecutions, trials or executions.

In the cases listed below, no disclosure is required to be made by the Foundation to the relevant persons, and the relevant persons will not be able to use their rights set forth in the Law, except for their rights regarding the compensation of their damages:

- Processing of personal data is necessary for the prevention of crime or criminal investigation.
- Processing of personal data made public by the data subject himself/herself.
- Personal data processing is necessary for the execution of supervisory or regulatory duties and disciplinary investigation or prosecution by the authorized and authorized public institutions and organizations and professional organizations in the nature of public institutions based on the authority granted by law.
- Processing of personal data is necessary for the protection of the economic and financial interests of the State in relation to budgetary, tax and fiscal matters.

#### ANNEX 1: DEFINITIONS

<b>DEFINITION</b>	
<b>Open Consent</b>	Consent on a specific issue, based on information and freely given.
<b>Anonymous Hale Bringing</b>	Making personal data impossible to be associated with an identified or identifiable natural person under any circumstances, even by matching it with other data.
<b>Employee</b>	Real persons who are employees of the Foundation.
<b>Employee Candidate</b>	Natural persons who are not employees of the Foundation, but who have the status of Foundation employee candidates through various methods
<b>Personal Health Data</b>	Any health information relating to an identified or identifiable natural person.
<b>Personal Data</b>	Any information relating to an identified or identifiable natural person.
<b>Contact Person</b>	The natural person whose personal data is processed.
<b>Personal Data Processing</b>	Any operation performed on personal data such as obtaining, recording, storing, preserving, modifying, reorganizing, disclosing, transferring, taking over, making available, classifying or preventing the use of personal data by fully or partially automatic means or by non-automatic means provided that it is part of any data recording system.
<b>Law</b>	Law No. 6698 on the Protection of Personal Data published in the Official Gazette dated April 7, 2016 and numbered 29677.

<b>Special Qualifications Personal Data</b>	Data on race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, clothing, membership of associations, foundations or trade unions, health, sexual life, criminal convictions and security measures, and biometric and genetic data.
<b>Politics</b>	Abdi İbrahim Foundation Personal Data Processing and Protection Policy
<b>Foundation</b>	Abdi İbrahim Foundation
<b>Business Partners</b>	Persons with whom the Foundation has established a partnership within the scope of contractual relations within the framework of its commercial activities.
<b>Data Processor</b>	A natural or legal person who processes personal data on behalf of the data controller based on the authorization granted by the data controller.
<b>Data Controller</b>	The person who determines the purposes and means of processing personal data and manages the place where the data is kept systematically.