

Germany

EDU Group GmbH
Bornheimer Str.127
53119 Bonn – GERMANY
Phone: +49 228 3040 10 78
Fax: +49 228 3040 11 01

Türkiye

Kore Şehitleri Cad.
Mithat Ünlü Sokak Plaza 21
D: 14 No: 17 Esentepe /İstanbul/TÜRKİYE
T: +90 212 280 90 25
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PERSONAL DATA PROTECTION NOTICE

DPP is the registered trademark of **EDU Group GmbH**. The company is domiciled at Bornheimer Straße 127, 53119 Bonn, Germany and registered with Mönchengladbach Tax Office under tax ID number DE 295162040.

Our local company, located at Kore Şehitleri Caddesi Mithat Ünlü Sok. No:17 Plaza 21 D.14, İstanbul/Türkiye, is registered with Zincirlikuyu Tax Office under the legal name **Barlas Eğitim Danışmanlık Bilgisayar Hizmetleri Tercüme Turizm San. Ve Dış Tic. Ltd. Şti.** and acts according to the Turkish laws with the tax ID number 1420510212.

DPP will have the right to act as a data controller under the General Data Protection Regulation (GDPR) 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 Türkiye, as required under the Turkish Personal Data Protection Law (KVKK) No. 6698.

“Personal data or information” means information or an opinion about an identified individual, or an individual who is reasonably identifiable. DPP’s Personal Data Protection Notice applies to personal information collected and/or held by DPP.

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 DPP 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.

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

For how long does DPP hold personal data?

DPP 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. DPP 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 DPP and the individuals.

How does DPP protect personal data?

Protection of personal data is of extreme importance to DPP. DPP 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 DPP?

Persons have the right to inspect all facets of their own personal data held by DPP 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.

DPP 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 company headquarters located at the address Bornheimer Straße 127, 53119 Bonn, Germany and to our local branch at Kore Şehitleri Caddesi, Mithat Ünlü Sokak Plaza 21 D: 14 No:17 34394 Esentepe/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@designprintpost.com

APPLICATION FORM**Your Contact Details**

Name and Surname			
Identity No.		Mobile	
E-mail		Telephone Number	
Address			

Requests and Wishes

Your Current Position	
<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	
1	Does your company process my personal data?
2	What processing operations does my personal data undergo?
3	What is the reason behind the processing of my personal data?
4	Do you transfer my personal data to domestic or overseas third persons?
5	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.)
6	I would like to have my personal data deleted as specified below. (You should give the reason for deletion.)
7	I would like to have my personal data anonymized as specified below. (You should give the reason for deletion.)
8	I would like my correction and/or deletion request to be conveyed to the persons specified below.
9	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?**

- Send it to my above-mentioned address.
- Send it to my above-mentioned e-mail address.
- I would like to receive it personally. (A notarized letter of attorney or authorization certificate is required for deliveries by proxy.)