

PERSONAL DATA PROTECTION PRIVACY NOTICE



Implemented July 2025| Version 1.1

I. Introduction

This Privacy Notice has been prepared by Yeryüzü Çocukları Association (“YEÇED”) to ensure that personal data belonging to case study participants, website visitors, job applicants, volunteers, beneficiaries, donors, suppliers, and visitors are processed in accordance with Law No. 6698 on the Protection of Personal Data (“KVKK”) and relevant legislation, and to enable data subjects to effectively exercise their rights.

All personal data will be processed lawfully, in connection with and limited to the purposes of our activities and services.

Yeryüzü Çocukları Association, with tax number **9500489133**, located at **Karagömrük, Viran Odaları Sk. No:15, 34091, Fatih/Istanbul**, is the data controller (hereinafter referred to as “YEÇED”).

II. Definition

The following terms used in this Privacy Notice shall have the meanings set forth below:

- **Organization:** Yeryüzü Çocukları Association
- **KVKK:** Law No. 6698 on the Protection of Personal Data
- **Personal Data:** Any information relating to an identified or identifiable natural person
- **Data Subject:** The natural person whose personal data is processed
- **Processing of Personal Data:** Any operation performed upon personal data, whether wholly or partly by automated means or otherwise, provided that it forms part of a data filing system, such as collection, recording, storage,

preservation, alteration, reorganization, disclosure, transfer, acquisition, making available, classification, or prevention of use

- **Data Controller:** The natural or legal person who determines the purposes and means of processing personal data and is responsible for the establishment and management of the data filing system.

III. Purposes of Processing Personal Data

Your personal data is processed under Articles 5(2)(a-c-ç-e-f) and 6(3) of KVKK, on the basis of YEÇED's legitimate interests and without prejudice to your fundamental rights and freedoms, for the following purposes:

- Identifying individuals in need within the scope of aid projects, conducting social assessments, and managing aid processes
- Evaluating job applications and managing recruitment processes
- Managing volunteer engagement processes
- Conducting media and donor communication activities
- Ensuring smooth and compliant execution of procurement contracts and tender processes
- Managing satisfaction, feedback, and complaint processes
- Ensuring website security and fulfilling legal obligations

The processing of your personal data in these processes is carried out in line with our legitimate interests and legal obligations.

IV. Prohibition of Sexual Exploitation and Abuse

- Sexual exploitation and sexual abuse constitute acts of serious misconduct and are therefore grounds for disciplinary measures, including summary dismissal.
- Sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defence.
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This particularly includes any exchange of assistance that is due to beneficiaries of assistance.

- Sexual relationships between the members of humanitarian organizations and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of organizations and are strongly discouraged.
- The standards set out above are not intended to be an exhaustive list. Other types of sexually exploitative or sexually abusive behavior may be grounds for administrative action or disciplinary measures, including summary dismissal, pursuant to internal or additional regulations and rules to which personnel of humanitarian organizations adhere.

V. Transfer of Your Personal Data

Personal data processed lawfully by YEÇED may be transferred, in accordance with Article 8(2)(a) of KVKK and with appropriate safeguards, to:

- Authorized public institutions and organizations to fulfill legal obligations
- Judicial and administrative authorities, and law enforcement agencies for the conduct of legal proceedings
- Domestic or international humanitarian organizations with the same objectives as YEÇED for project monitoring and auditing purposes
- Suppliers, where necessary, to ensure that aid reaches beneficiaries effectively
- Consulting, technology, and training service providers working with YEÇED.

VI. Method and Legal Basis for Collecting Your Personal Data

Your personal data is collected by YEÇED or authorized data processors through automatic or non-automatic means, orally, in writing, or electronically, via channels such as e-mail, telephone, call center, website, various contracts, physical forms, and reports.

In this scope, general personal data such as:

- Name-surname, Turkish ID number, nationality, parents' names, place/date of birth, residential address, signature, bank account details, e-mail address
- CCTV recordings and security control logs for workplace security and access

monitoring

- Audio recordings of phone calls for the purpose of tracking communications with the association

are processed under Articles 5(2)(a-c-ç-e-f) and 6(3) of KVKK, on the basis of YEÇED's legitimate interests and without prejudice to your fundamental rights and freedoms.

VII. Rights of Data Subjects Under the Law

You may contact YEÇED at any time to exercise the following rights regarding your personal data:

- Learn whether your personal data is being processed, and if so, obtain information about the purpose of processing and whether it is used in accordance with that purpose
- Learn about the third parties in Türkiye or abroad to whom your personal data is transferred
- Request correction of incomplete or inaccurate data
- Request the deletion or destruction of your data under the conditions set forth in Article 7 of KVKK
- Request notification of such corrections, deletions, or destructions to third parties to whom your data has been transferred
- Object to the occurrence of a result against you arising from the analysis of your data exclusively through automated systems
- If you suffer damage due to unlawful processing of your personal data, request compensation for such damage

Your requests will be concluded as soon as possible and no later than 30 (thirty) days from the date of receipt, depending on the nature of the request.

To exercise your rights under KVKK, you may submit your application in Turkish to YEÇED in writing. For detailed information, you may visit the website of the Personal Data Protection Authority.

Applications can be made by completing the Data Subject Application Form available on <https://www.yeced.org/> and delivering a signed hard copy either in person or via a notary public to:

Karag mr k, Viran Odaları Sk. No:15, 34091, Fatih/Istanbul

- If you are acting on behalf of someone else, you must submit a notarized power of attorney. Your application must include your name-surname, signature, Turkish ID number, residential or workplace address, phone and fax numbers, and the subject of your request, as required by the Communiqu  on Principles and Procedures for the Application to the Data Controller. Applications lacking these elements will be rejected by YE ED.

YE ED reserves the right to amend this Privacy Notice at any time due to changes in the Law, secondary regulations, or decisions of the Authority. Any amendments to this Privacy Notice will take effect immediately upon notification.

Children of Earth Association

Karagumruk. Viran Odaları St. Nu: 15 Fatih/Istanbul, 0(212) 909 20 45
yecedorg@gmail.com - ww.yeced.org/en