

## PRIVACY POLICY

**Effective Date:** 10.11.2024

This Privacy Policy explains how **KEYSTUDY GLOBAL DANIŞMANLIK LİMİTED ŞİRKETİ** (“we”, “our”, or “the Company”) collects, uses, and protects your personal data when you use our website and services.

### 1. Data Controller Information

#### **KEYSTUDY GLOBAL DANIŞMANLIK LİMİTED ŞİRKETİ**

Address: HAMIDIYE MAH. CENDERE CAD. T 3 BLOK NO: 103/2 İÇ KAPI NO:2  
KAĞITHANE/İSTANBUL

Tax ID: 5482447208

E-mail: info@key.study

Phone: +905053517717

As the data controller, we are responsible for processing your personal data in compliance with **Law No. 6698 on the Protection of Personal Data (KVKK)**.

### 2. What Personal Data We Collect

We may collect and process the following data:

- **Identity Data:** Name, surname
- **Contact Data:** Email, phone number
- **Transaction Data:** Purchase and payment details
- **Communication Data:** Emails, forms, or feedback you send us
- **Usage Data:** Access logs, IP address, cookies, and other technical identifiers

### 3. How We Collect Your Data

- When you fill out a form or make a purchase
- Through email or online chat
- Via cookies and analytics tools when you browse our website

### 4. Purpose of Processing

We process your data for:

- Providing access to digital content or consultation services
- Managing payments and invoicing
- Communicating updates, confirmations, or changes to services
- Improving user experience and service quality
- Complying with legal obligations

### 5. Legal Basis for Processing

Your personal data is processed on the following legal grounds:

- Your explicit consent, when required
- Performance of a contract, such as providing purchased services
- Legal obligations, such as tax records

- Our legitimate interests, including customer support and service improvement

## 6. Data Transfers

Your data may be transferred to third parties such as:

- Payment service providers
- Hosting or platform providers
- Partner consultants or agencies (where relevant)

If transferred outside Turkey, appropriate safeguards will be implemented in accordance with KVKK.

## 7. Your Rights under KVKK

You may request:

- Access to your data
- Correction or deletion of incorrect data
- Restriction of processing
- Notification of third-party transfers
- Objection to certain processing activities
- Data portability (if applicable)

To exercise your rights, contact us at: [info@key.study](mailto:info@key.study).

## 8. Data Retention

We store your personal data only as long as necessary to fulfill the purpose for which it was collected and to comply with legal obligations (e.g. tax laws, accounting regulations).

## 9. Security Measures

We implement appropriate administrative and technical measures (e.g. encrypted storage, access controls) to protect your data from unauthorized access or disclosure.

## 10. Cookies

Our website uses cookies for functionality, analytics, and session management. You can manage your cookie preferences via your browser settings.

## 11. Changes to This Policy

We reserve the right to modify this Privacy Policy. Updated versions will be posted on our website with a revised “Last Updated” date.