

## HEALTH, CULTURE AND SPORTS ACTIVITIES DATA SUBJECT INFORMATION STATEMENT

According to the Law No. 6698 on Protection of Personal Data (hereinafter referred to as "**The Law**"), **Istanbul Gelisim University** (hereinafter referred to as "**GELİSİM**") shall be considered as the data controller as your personal data is processed by the University.

We process your data as data subject pursuant to the conditions set out below and within the bounds of orders. The data controllers are obliged to inform the data subjects of several issues in accordance with the 10<sup>th</sup> Article of the Law which stipulates the Obligation to Inform, therefore, we would like to inform you on our personal data processing procedure.

### 1- About the Data Controller

Pursuant to the Law, as the University and in the capacity of data controller, we may process, disclose or transfer your personal data specified below for the purposes specified below and in line with the principles provided for by the legislation, as long as required.

### 2- Processed Personal Data, Legal Grounds and Purpose of Processing

Your Personal Data which are subject to processing;

#### Department of Health, Culture and Sports;

- **Activity Organization Process** (Speaker/ Name/Surname of Guest, Audio-Visual Records, Name/Surname of the Applicant for the Activity)
- **Activity Period and Period of Waiver** (Name/Surname, T.R. ID. No., Department/Programme Information, Mobile Phone Number, Picture, Signature)
- **Club Application Process** (Name/Surname, Department Information, Phone Number, E-mail Address, Signature)
- **Club Consultancy Acceptance Process** (Name/Surname, Title Information, Faculty/Department Information, Phone Number, E-mail Address, Signature)
- **Member Notification Process of Management and Audit Boards** (Name/Surname, T.R. ID. No., Student Number, Class Information, Photograph, Signature, Department Information, Address Information, Mobile Phone Number, E-mail Address)
- **Club Membership Process** (Name/Surname, T.R. ID. No., Faculty/Department Information, Class Information, Student Number, E-mail Address, Phone Number, Address Information, Club Information, Membership Date Information, Signature)
- **Update Demand Process of Student Clubs** (Name/Surname, Faculty/Department Information, Phone Number, E-mail Address, Signature)
- **General Assembly Meeting Minutes** (Name/Surname, Department Information, Signature)
- **Club President Appointment Process** (Name/Surname, Title Information, Faculty/Department Information, Phone Number, E-mail Address, Signature)
- **I have an Idea** (Name/Surname, Student Number, Department Information)
- **Activity Report Process** (Name/Surname of the Speaker, Title Information, Personal Background Information, Photograph)
- **Consultant Resignation Process** (Name/Surname, Title Information, Faculty/Department Information, Phone Number, E-mail Address, Signature)
- **Club Closure Process** (Name/Surname, Signature)
- **Activity Participant Signature Process** (Student Number, Name/Surname, Department Information, Signature)

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Your personal data are processed in accordance with the following principles stipulated by the Law, "a) Lawfulness and conformity with the rules of bona fide, b) Accuracy and being up to date, where necessary, c) Being processed for specific, explicit and legitimate purposes, ç) Being relevant with, limited to and proportionate to the purposes for which they are processed, d) Being retained for the period of time stipulated by the relevant legislation or required for the purposes for which they are processed".

Based on the following conditions for processing stipulated by the Article 5/2 of the Law;

- a) "if it is expressly stipulated by laws",
- b) If it is essential for the protection of life or physical integrity of the person or of any other person who is incapable of giving his/her consent due to factual impossibility or whose consent is not deemed legally valid,
- ç) "if it is essential for the data controller to fulfil his/her legal obligation",
- e) "if data processing is mandatory for establishment, exercise or protection of a right"
- f) "if it is essential for the legitimate interests of the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject"

- ✓ Executing the rights and the liabilities sourced from academic and administrative activities within the frame of the regulation (law, legislation, directive, internal regulations) related with Higher Education Institution and the university,
- ✓ Performing required works by the related unit/departments to make you benefit from the services provided by internal and external stakeholders of our university,
- ✓ Carrying application, assessment and participation processes to the seminars organized within and out of the school,
- ✓ Establishing member communities and operating the processes,
- ✓ Receiving applications for new memberships, registering and executing related processes,
- ✓ Ensuring participation to the organizations and the activities organized by the member communities,
- ✓ Receiving requests, demands and complaints in student communication process, assessing and concluding them,
- ✓ Submitting application for receiving sportsperson license on behalf of the university in sports services process and operating the processes,
- ✓ Increasing quality of provided services, ensuring consistency, decreasing the costs, listing, reporting, verifying, analyzing and assessing with the purpose of efficient and health operation and producing statistical and scientific information, organizing assessment and evaluation methods and surveys,
- ✓ Organizing activities such as activity, course, improvement program, exhibition, conference, workshop, seminar, webinar, teleconference, festival, entertainment, film screening, short-film screening by the university, making related organization and announcing,
- ✓ Assessing scholarship (food, transportation, sportsperson, success) and discount request applications, operating and concluding the processes,
- ✓ Ensuring required services to meet basic needs such as accommodation, nutrition, scholarship and credits of the students, ensuring a better service by establishing cooperation with the institutions providing these services,
- ✓ Ensuring transportation services for the students or ensuring that these services are provided in the best manner by making deals with the institutions being operated in this area,
- ✓ Operating financial operations (budgeting) and purchasing processes (request, offer, assessment, tender, order, contract, payment) performed within the frame of strategical plans of the activities performed by the student communities,
- ✓ Ensuring consultancy services to the student communities,
- ✓ Preparing advance payment, allowance and payment documents of the students who participate to various programs to represent the university, following the processes and concluding them,
- ✓ Making organizations related with cultural and artistic activities,
- ✓ Making organizations such as university opening and spring festivals,
- ✓ Ensuring preparation of advance payment, allowance and payment documents of the teams who participate to interuniversity sportive activities, following the processes and concluding them,

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- ✓ Performing the responsibilities within the frame of occupational health and safety and taking required measures by making regular controls,
- ✓ Taking photographs and videos during an event and publishing them on the websites, <https://sksdb.gelisim.edu.tr/> and [www.gelisim.edu.tr](http://www.gelisim.edu.tr) and on the social media accounts of the university,
- ✓ Ensuring safety of life and property of the all university stakeholders or in addition to ensuring compliance with the rules within this scope, performing the requirements or requests those are asked from authorized administrative organizations and judicial bodies, transferring to information technologies substructures to perform these aims by taking required safety measures (data collected by camera recordings and user internet access traces/logs used within the frame of authorities) and administrative, technical measures, performing and archiving legal responsibilities on electronic and physical environments,
- ✓ Keeping records anticipated in the related laws about membership for being a member of student clubs within the body of the university, to benefit from works, activities and organizations those are performed under the roof of a club, also in case of being a member of a club that has a connection and/or cooperation with any foundation, association, non-governmental organization and/or unions,
- ✓ Ensuring introduction of our university with student communities' activities with performed organizations and activities, making required notification and announcements for participation,
- ✓ Managing the request and complaint processes related with the activities of student communities and performed organization and activities,
- ✓ Managing the legal processes related with the activities of student communities and performed organization and activities,
- ✓ Ensuring necessary emergency action with the workplace doctor in case of any injury that will prevent a sports person student taking place in sports activities to take part in these activities and planning treatment processes, assessing status and making documentation about situation and archiving that documentation on workplace doctor's office,

And when the purpose of keeping data to be processed for above mentioned purpose, is removed and when it is not necessary to keep it as per a statutory obligation or any legal obligation, that personal data will be destroyed by taking related provision and Personal Data Retention and Destroying Policy of our university if any provisions of the regulation is imposed or provisions of the Law on the Protection of Personal Data, Deleting, Destroying or Anonymization Personal Data Regulation.

### 3- Transfer of Your Personal Data

Article 8 of the Law is entitled "transfer of personal" data and according to the second paragraph of the article, your personal data may be transferred without seeking your explicit consent in cases specified in Articles 5/2 and 6/3 of the Law. The cases specified in this article are as follows:

With regard to the personal data:

- a) If it is expressly stipulated by laws,
- b) If it is essential for the protection of life or physical integrity of the person or of any other person who is incapable of giving his/her consent due to factual impossibility or whose consent is not deemed legally valid,
- c) If it is necessary to process personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract,
- ç) If it is essential for the data controller to fulfil his/her legal obligation,
- d) If it is made public by the data subject himself/herself,
- e) If data processing is mandatory for establishment, exercise or protection of a right,
- f) If data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.

In the absence of any of the abovementioned conditions, your personal data shall be transferred based on your explicit consent. Since your sensitive personal data are not processed within the scope of the event, which is the subject of this information statement, such personal data shall not be subject to the transfer in question.

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Storing the collected personal data in a domestic server for storing purposes or conveying such data to the relevant public institutions and organizations in case of any disputes within the scope of the related publicity activities can be cited as examples of transfer of personal data. Within this framework, we may transfer your personal data to the public institutions specified by laws (including but not limited to the institutions and organizations as in particularly Ministries and Boards of the Presidency, the Higher Education Council, Sports Federation, the Ministry of Youth and Sports, Higher Education Student Loans and Dormitories Institution, Student Selection And Placement Center(OSYM), relevant Provincial Immigration Authority, relevant Recruiting Offices and Law-Enforcement Officers) upon demand within the scope of the purposes and limitations specified by the law.

Your personal data;

- ✓ Mentioned personal data can be transferred to judicial authorities or relevant law-enforcement officers in case of a request as per related regulations or to meet legal disputes, or
- ✓ It can be transferred to private persons authorized legally and authorized official organizations and institutions with the purpose of meeting legal responsibilities,
- ✓ It can be transferred to judicial authorities, third persons and organizations and institutions related with ensuring operation and follow-up of legal processes,
- ✓ It can be transferred to organizations and institutions providing services with the purpose of ensuring required services for meeting basic needs such as accommodation, nutrition, scholarship and credit.
- ✓ It can be transferred to organizations and institutions and third persons providing the service to meet transportation services.
- ✓ It can be transferred to organizations and institutions and third persons providing the services with the purpose of an organization related with cultural and artistic activities,
- ✓ It can be transferred to the hosts with the purpose of storing

and transferring to social media accounts.

It is important to emphasize that we take reasonable administrative and technical measures within the bounds of technical possibility to ensure security and privacy of the personal data during the related processing and transfer operations.

#### 4- Methods for Collecting Personal Data

Personal data can be collected via non- automatic methods as in filling in forms, submitting a document etc., sending an e-mail to [www.gelisim.edu.tr](http://www.gelisim.edu.tr) and [ksbdb@gelisim.edu.tr](mailto:ksbdb@gelisim.edu.tr) addresses, automatic, partly automatic or non- automatic means and particularly automatic or partly automatic methods and means as in Higher Education Information Systems (YOKSIS), Student Automation System, Camera Record, Student Identity Card.

#### 5- Your Rights as the Data Subject Specified in Article 11 of the Law

Your rights, as the natural person whose personal data are processed, in accordance with the Article 11 of the Law are as follows;

- ✓ To know whether your personal data have been processed or not,
- ✓ If your personal data have been processed, to request information thereof,
- ✓ To know the purpose of processing your personal data and whether or not your personal data have been used in accordance with the intended purpose,
- ✓ To know if your personal data are transferred within the country or abroad and if so, know the third parties they are transferred to,
- ✓ In case that your personal data are incompletely or inaccurately processed, to request rectification and notification of the third parties to whom the personal data are transferred of the operation performed within this context,
- ✓ Although processed in accordance with the provisions of the Law and other related laws, if the reasons that require processing no longer exist, to request the erasure or destruction of your personal data and notification of the third parties to whom the personal data are transferred of the operation performed within this context,

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- ✓ To object to any consequences that may arise against you as the data subject through the analysis of the processed personal data particularly by means of automated systems,
- ✓ To request for compensation of any damages incurred due to unlawful processing of your personal data,

You may submit your applications for your rights listed above by filling out the Data Subject Application Form at [www.gelisim.edu.tr](http://www.gelisim.edu.tr) including the necessary information for your identification and your remarks about the right which you wish to exercise among those listed in Article 11 of the Law. You may submit a signed copy of the form by hand to the address '**İstanbul Gelişim Üniversitesi, Cihangir Mahallesi Şehit Jandarma Komando Er Hakan Öner Sk No:1 Avcılar / İSTANBUL**' together with the identification information, send it by means of notary or to [kisiselveri@gelisim.edu.tr](mailto:kisiselveri@gelisim.edu.tr) through electronic mail or other methods specified by the Law or by e-mail to [gelisimuniversitesi@hs03.kep.tr](mailto:gelisimuniversitesi@hs03.kep.tr) with secure e-signature or to [kisiselveri@gelisim.edu.tr](mailto:kisiselveri@gelisim.edu.tr). Please visit <https://gelisim.edu.tr/icerik/kisisel-verilerin-korunmasi> for further information and application methods, means and content.

We inform the aforementioned issues in the capacity of "**Data Controller**" within the scope of the Law.

Yours Sincerely,

**Istanbul Gelişim University**

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<input type="checkbox"/>	I have read and understood the Health, Culture and Sports Activities Data Subject Information Statement in Accordance with the Law No. 6698 on Protection of Personal Data.
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<input type="checkbox"/>	I hereby request to be given a more detailed explanation on the below mentioned parts of the Health, Culture and Sports Activities Data Subject Information Statement in Accordance with the Law No. 6698 on Protection of Personal Data. Please write your demands here:
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**Data Subject**

Name Surname :

Date :

Signature :