**Istanbul Gelişim University (hereinafter referred to as "GELİŞİM") is the data controller according to the Personal Data Protection Law numbered 6698 (hereinafter referred to as the "KVK Law") because it processes personal data about you.**

**We voluntarily process your personal data as the person concerned, as explained below and within the limits prescribed by the legislation. We would like to inform you about our personal data processing, as data controllers are obliged to inform the real persons whose personal data they process according to Article 10 of the Law regulating the Obligation of Clarification.**

1. **About the Data Controller**

According to the Law on KVK, as a university, we may process disclose or transfer your personal data as the Data Supervisor as long as necessary within the scope of our purposes explained below and in line with the principles stipulated in the legislation.

**2- Your Processed Personal Data, Legal Reasons and Processing Purposes**

Your Personal Data subject to processing;

Istanbul Gelişim University Community Service Coordinator;

• Name surname,

• Turkish Identity Number,

• Address info,

• Contact info,

• Work and Education Life Information,

processes data.

Your personal data collected is stipulated by the KVK Law, “a) Being in compliance with the law and honesty rules, b) Being accurate and up-to-date when necessary c) Being processed for specific, clear and legitimate purposes, ç) Being connected, limited and proportionate to the purpose for which they are processed, It is processed in accordance with the basic principles stipulated in the relevant legislation or being kept for the period required for the purpose for which they are processed.

5/2 of the KVK Law. Foreseen in the article;

a) "It is clearly stipulated in the laws",

c) "It is necessary to process personal data belonging to the parties of the contract, provided that it is directly related to the establishment or performance of a contract",

ç) "It is mandatory for the data controller to fulfill his legal obligation",

e) "When data processing is mandatory for the establishment, use or protection of a right",

f) "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 person concerned"işleme şartına dayalı olarak,

* To report to sponsors,
* To provide information about the activities of the university,
* To make your invitation to the University for the purpose of promotion and education of the university,
* Organizing the tasks you will undertake and informing about the tasks,
* Evaluating your volunteering activities other than education services,
* To be able to announce vacancies or University activities,
* Ensuring your accommodation and safety within the framework of university activities,
* To share the stories of the volunteers on social media,
* To guide you in order to provide optional assistance in areas such as scientific research, thesis studies,
* To be able to evaluate you in terms of competence and security,
* To be able to measure the social impact of the university on society,

Personal data will be processed for the purposes of data storage and when the purpose of data storage is no longer required and it is not required to be stored in accordance with any legal obligation or legal obligation, the provisions of the KVK Law and the Regulation on the Deletion, Destruction or Anonymization of Personal Data, and if a legislative provision is subsequently imposed, the relevant provisions and our university Personal It will be destroyed, taking into account the Data Storage and Destruction Policy.

**3- Transfer of Your Personal Data**

Article 8 of the KVK Law has the title of transferring personal data, and in accordance with the second paragraph of the article, 5/2 of the Law. And 6/3. It is possible to transfer your personal data without your explicit consent in the presence of the conditions specified in the articles. The conditions specified in this article are as follows:

In terms of personal data:

a) It is clearly stipulated in the laws,

b) It is necessary for the protection of the life or physical integrity of the person who is unable to disclose his consent due to actual impossibility or whose consent is not legally valid,

c) 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) It is mandatory for the data controller to fulfill its legal obligation,

d) It is made public by the person concerned,

e) Data processing is mandatory for the establishment, use or protection of a right,

f) It is mandatory for the legitimate interests of the data controller, provided that the fundamental rights and freedoms of the data subject are not damaged.

If one of the reasons we have stated is not found, it will be possible to transfer your personal data within the scope of your explicit consent.

Your personal data of special nature that are processed within the scope of the activities subject to this disclosure text are not transferred anywhere.

An example of the transfer of personal data is the storage of the collected personal data on a domestic server for storage, or the initiation of an administrative or criminal investigation based on a dispute within the scope of the relevant educational activities or sending it to the relevant public institutions and organizations in case of a lawsuit. In this context, if requested, public institutions and organizations specified in the laws (Ministries and Presidency Boards, Higher Education Council, OSYM, Municipalities, Associations, SSK, Provincial Immigration Administration, Law Enforcement Forces, but not limited to public institutions and organizations) and our collaborators, We may transfer your personal data within the stipulated purpose and limitations.

Your personal data;

* The personal data in question to the judicial authorities or the relevant law enforcement officers in order to resolve legal disputes, to carry out or follow-up judicial processes, or to fulfill the legal or legal obligation or in accordance with the relevant legislation,
* Authorized official institutions and organizations and private persons authorized by law in order to fulfill the legal obligation,
* To the relevant judicial authorities and the lawyers we have consulted in order to carry out or follow up the judicial

can be transferred.

We would like to emphasize that while performing the relevant processing and transfer activities, we take reasonable administrative and technical measures permitted by technical means in order to ensure the security and confidentiality of personal data.

**4- Methods of Obtaining Personal Data**

Filling out the Volunteer Form, submitting documents, etc. Using non-automatic methods such as www.gelisim.edu.tr website, sending e-mail to the corporate e-mail addresses of the university or university employees or making correspondence over the university's information systems, Higher Education Information System (YÖKSİS), E-mail Services, CCTV Camera Records can be collected by automated or partially automated or non-automated methods, especially by automated or partially automated methods and tools.

**5- What are your rights as a Relevant Person listed in Article 11 of the KVK Law?**

The rights of real persons whose personal data are processed pursuant to Article 11 of the KVK Law are as follows;

* Learning whether personal data is processed,
* Requesting information if personal data has been processed,
* Learning the purpose of processing personal data and whether they are used appropriately for their purpose,
* To learn whether personal data is transferred in the country or abroad and to know the third parties to which it is transferred,
* To request correction of 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 personal data are transferred
* To request the deletion or destruction of personal data in the event that the reasons requiring its processing disappear, despite the fact that it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and to request the notification of the transaction made within this scope to third parties to whom the personal data has been transferred,
* To object to the emergence of a result against the person himself by analyzing the processed data exclusively through automated systems,
* To demand the compensation of the damage in case of damage due to the processing of personal data illegally.

By filling out the Data Subject Application Form on www.gelisim.edu.tr, you can send a signed copy of the form by filling out your application for your rights listed above, containing the necessary information identifying your identity and your explanations about your right to use the rights specified in Article 11 of the KVK Law. Cihangir Mahallesi Şehit Jandarma Komando Er Hakan Öner Sk No:1 Avcılar / İSTANBUL with documents identifying you personally, via notary public or via e-mail to kisiselveri@gelisim.edu.tr or by e-mail to KVK Law. Or you can send the relevant form to the address gelisimuniversitesi@hs03.kep.tr with secure electronic signature. For more information about the application method, methods and the content of the application, you can visit https://gelisim.edu.tr/icerik/kisisel-verileri-korunmasi.

We declare in the capacity of "Data Supervisor" under the KVK Law.

Regards,

**İstanbul Gelişim Üniversitesi**

Adress: Cihangir Mahallesi Şehit Jandarma Komando Er Hakan Öner Sk No:1 Avcılar / İSTANBUL

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|  | I have read and understood the Clarification Text for Volunteers in Accordance with the Law on the Protection of Personal Data No.6698. |

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|  | In accordance with the Law on the Protection of Personal Data No.6698, I request a more detailed explanation from the sections explained in the Clarification Text for Volunteers on the following matters.  Write your requests here: |

|  |  |  |
| --- | --- | --- |
| **Related Person** | | |
| Name & Surname | | **:** |
| Date | | **:** |
| Signature | | **:** |