

ISTANBUL GELİSİM UNIVERSITY
TYUAM (TURKISH AND FOREIGN LANGUAGES APPLICATION AND RESEARCH CENTER)
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 Istanbul Gelisim University TYUAM (Turkish and Foreign Languages Application and Research Center) 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 10th 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;

Istanbul Gelisim University TYUAM processes the following information;

- **Registration Process for TYUAM:** Name, surname, TR Identity Number, Passport Number for international students, date of birth, parents' names, electronic mail address, telephone address, home address, state of education, photo, gender information, nationality, student number, signature

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",
- 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 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"

based on the processing of aforementioned matters,

- ✓ Carrying out the registration transactions of students applied TYUAM and following their activities to be conducted throughout their educational period in line with the educational legislation,
- ✓ Carrying out various academic and administrative procedures and establishing rights arising from educational activities within the scope of higher education legislation and university internal regulations,
- ✓ Enrolling students in the university's student automation system and sharing the account information with the students,
- ✓ Issuing student certificate, certificate, discharge certificate and delivering these documents to them,
- ✓ Issuing a disciplinary situation document to students when the disciplinary investigation processes for cases opened/to be opened against students is requested and managed,

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- ✓ Promotion of our university and its activities, maintaining education, scientific research, publication, and consultancy activities,
- ✓ Managing communication processes with students and conducting information/announcements,
- ✓ Managing statistical and scientific information, assessment and evaluation methods and surveys via listing, reporting, verification, analysis and evaluations conducted in order to increase the quality of the services provided, to ensure their continuity, to reduce their costs, and to carry out them in an effective and healthy way.
- ✓ Protecting the rights and benefits of our university and performing them,
- ✓ Carrying out activities, announcing and providing the necessary communication in order to enable our graduates to benefit from the social opportunities, activities and business/career consultancy services of our university,
- ✓ Fulfilling the obligations within the framework of occupational health and safety and taking the necessary measures in this regard,
- ✓ Following up the processed for ensuring physical space security (camera records, turnstile / card pass systems),
- ✓ Collecting summer school applications and conducting registration processes,
- ✓ Following up the students' attendance to the course,
- ✓ Ensuring safety of life and property of all university stakeholders or ensuring compliance with the rules within this scope, performing the requirements or requests that are asked from authorized administrative organizations and judicial bodies, recording of user internet access traces/logs collected through systems used such as the student information system (GELİSİM) and the www.gelisim.edu.tr website and transferring them to information technologies substructures to perform these aims by taking required legal measures and performing and archiving legal responsibilities on electronic and physical environments,
- ✓ Establishing a data pool by re-registration of students and determining the university's education, scholarship and management strategies on the basis of the information collected in the pool,
- ✓ Evaluating and finalizing the requests of the registered students who applies for being exempted from the courses they have studied in other higher education schools before registration,
- ✓ Issuing, printing and delivering student ID cards, collecting new ID card requests from students who have lost their identity cards and taking necessary actions,
- ✓ Evaluating exam success status and carrying out relevant processes,
- ✓ Evaluating exam grade objections and carrying out relevant processes,
- ✓ Evaluating make up exam applications of students and carrying out relevant processes,
- ✓ Receiving and evaluating students' requests and complaints,
- ✓ Auditing distance and online education activities
- ✓ Carrying out the graduation processes of the students and completing the discharging procedures,
- ✓ Identifying the student's license plate in order to ensure physical space security,
- ✓ Carrying out consultancy activities for student clubs,
- ✓ Fulfilling the decisions of the court and enforcement directorate or the requests of other public institutions and organizations,
- ✓ Evaluating scholarship and discount applications and carrying out relevant processes,
- ✓ Evaluating whether they can benefit from scholarship and discount opportunities and granting the right to scholarship following the evaluation.

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:

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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 not 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 text, such personal data shall be subject to the transfer in question.

OR

Since your special personal data is being processed within the scope of the activities subject to this information statement, your personal data will be subject to transfer in the following cases:

- Personal data other than health and sexual life, without seeking the explicit consent of the person concerned, for cases stipulated by the laws,
- Personal data related to health and sexual life concerned by persons under the obligation of keeping confidentiality or authorized institutions and organizations for the purpose of protecting public health, performing preventive medicine, medical diagnosis, treatment and care services, planning and management of health services and financing without seeking the explicit consent of the person,
- Asking for an explicit consent when none of these situations are subject to question.

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;

- ✓ 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 with the aim of resolving legal disputes, carrying out or following up judicial processes,
- ✓ can be transferred to private persons authorized legally and authorized official organizations and institutions with the purpose of meeting legal responsibilities,
- ✓ can be transferred to judicial authorities and the lawyers to whom we consult, in order to carry out or follow up judicial processes

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.

İSTANBUL GELİŞİM ÜNİVERSİTESİ
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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 and 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,
- ✓ 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 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 through electronic mail or other methods specified by the Law or by e-mail to gelisimuniversitesi@hs03.kep.tr with secure e-signature or to 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 Gelisim University

Address: Cihangir Mahallesi Sehit Jandarma Komando Er Hakan oner Sk No:1 Avcilar / ISTANBUL

Tel: +90 212 422 70 00

Fax: +90 212 422 74 01

E-Mail: kisiselveri@gelisim.edu.tr

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<input type="checkbox"/>	I have read and understood the Istanbul Gelisim University TYUAM (Turkish And Foreign Languages Application And Research Center) Information Statement in accordance with the Law No. 6698 on Protection of Personal Data.
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<input type="checkbox"/>	<p>I hereby request to be given a more detailed explanation on the below mentioned parts of the Istanbul Gelisim University TYUAM (Turkish And Foreign Languages Application And Research Center) Information Statement in accordance with the Law No. 6698 on Protection of Personal Data.</p> <p>Please write your demands here:</p>
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Data Subject

Name Surname :

Date :

Signature :