**HASAN KALYONCU UNIVERSITY INFORMATION NOTICE**

We, as Hasan Kalyoncu University (“**HKU**”) , highly care for your personal data to be protected. Your personal data is occasionally processed, stored and protected under the fundamental principles and conditions for processing under the Law on Protection of Personal Data No: 6698 (the “**LPPD**”). We hereby would like to notify that we have taken all technical and administrative measures for the protection of personal data and to inform you on this.

1. **Data Controller**

HKU processes your personal data as “Data Controller” defined under Article 3 of the LPPD.

1. **Processing Purposes**

Your personal data is only processed in the presence of your explicit consent or in the presence of conditions of lawfulness for processing stated below.

a) Explicitly required by law.

b) Processing is necessary in order to protect the vital interests of the data subject or of another natural person who cannot give consent because of material impossibilities or whose consent is not legally valid.

c) Processing the personal data of the contract parties is necessary, as long as it is directly relevant to the establishment or performance of a contract

d) Processing is necessary for compliance with a legal obligation to which the controller is subject.

e) Personal data made public by the data subject him/herself.

f) Processing is necessary for the establishment, execution or protection of a right.

g) Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject.

The personal data such as ethnicity, race, political view, religion, sect, other beliefs, dress, association or union memberships or information on health, sexual life, penalty, conviction, safety measures, biometric and genetic data are deemed sensitive under Article 6 of LPPD and shall only be processed with express consent. Yet the data other than health and sexual life may be processed, in the absence of express consent, when it’s stipulated by law.

In accordance with all above, your personal data is processed with the purposes of carrying out the transactions relating to admission, exmatriculation, suspension, disenrollment, scholarship, postponement, ensuring the security within or outside the university and all other operational activities within the university. Besides, the data in the e-mail addresses of the students (even if the student relationship has ended) by the university are copied, stored and used when necessary for any claim whichHKUmay encounter in the future in relation to its transactions, any information HKUmay need and for HKU to improve its education and training model.

1. **To Whom and For What Purposes Your Processed Personal Data May Be Transferred**

Your personal data processed by the Company may only be transferred for the above mentioned purposes and for HKU to comply with its legal liabilities; to legally authorized public institutions and real persons.

While such transfer, we are in compliance with the conditions stipulated in Articles 8 and 9 of the LPPD and take all necessary technical and administrative measures.

As per Article 8 of the LPPD, the personal data may be transferred based on the express consent of the data subject or another condition stipulated in Article 2 above with the heading ‘*Processing Purposes*’ in the absence of express consent.

As per Article 9 of the LPPD, for the personal data to be transferred abroad, adequate protection is needed in the country which the data will be transferred to in addition to the conditions stated above. The countries where there is adequate protection shall be determined by the Personal Data Protection Board.

1. **Methods and Legal Grounds for the Collection of Personal Data**

Your personal data, as mentioned above, are collected and processed through any physical and electronic means or other methods. While processing your personal data, we are bound with the legal grounds stipulated in Article 5 and 6 of the LPPD and specified in above Article 2 with the heading ‘*Processing Purposes’* and your consent is asked for when required by law.

1. **Rights of the Data Subjects**

Article 11 of the LPPD issues some rights for each real person whose personal data is processed and requires the data controllers to inform the data subjects on such rights under the obligation of inform. You have the right;

󠇊 To learn whether or not personal data concerning the data subject are being processed

󠇊 If personal data has been processed, to access to the personal data

󠇊 To obtain information regarding the purposes of the processing and whether the personal data is used in line with such purposes,

󠇊 To obtain information regarding the recipients to whom the personal data have been or will be disclosed both domestically and in abroad,

󠇊 To request from the controller rectification of personal data, if the personal data have been processed in an incomplete and wrong manner,

󠇊 To request the deletion or destruction of personal data if the grounds permitting the processing of personal data do no longer exist within the scope of Article 7 of the LPPD,

󠇊 To request the notification of the third parties whom the personal data are transferred to regarding the rectification if the personal data have been processed in an incomplete or wrong manner or the deletion or destruction of personal data in accordance with Article 7 of the LPPD,

󠇊 To object to any adverse result that occurs exclusively from analysing the processed personal data via automatic systems,

󠇊 To claim compensation if any damage is incurred due to unlawful processing of personal data,

Subject to change according to the scope and properties of the application you have submitted, our Company will in accordance with Article 13/2 of the LPPD, provide you with an answer in writing or through electronic means as soon as possible and within 30 (thirty) days at latest, upon the receipt of your application.

I hereby declare that I have read and understood this Information Notice.

**Student Information**

Name-Surname           :

Department                 :

E-mail address           :

Date                            :

Signature                    :

**CONSENT FORM**

By this consent form, I hereby give my consent regarding the processing of my data and its back-ups deemed ‘personal data’ as per the Law on the Protection of Personal Data numbered 6698 which may be found in the electronic mail address which I will be using during my period of bachelor/masters/doctorate education in Hasan Kalyoncu University (“**HKU**”) in order to make transactions and communications regarding my education, by HKU for a duration of [10 years], for any claim whichHKU may encounter in the future in relation to its transactions, any information HKU may need and for HKU to improve its education and training model.

**Student Information**

Name-Surname           :

Department                 :

E-mail address           :

Date                            :

Signature                    :

By this consent form, I hereby give my consent for HKU to process my data containing data considered to be ‘personal data’ as per the Law on the Protection of Personal Data numbered 6698, which may be found in the documents requested for my student registration to Hasan Kalyoncu University (“**HKU**”) by the T.R. Center for Evaluation, Selection and Placement, other public institutions and HKU and particularly the personal data found in my health report deemed sensitive personal data, for the purposes of the execution of HKU’s student affairs and for carrying out the transactions such as registration and admission, exmatriculation,  suspension, disenrollment, scholarship, deferral and for the execution of other inter-university operations and for the protection of the university and its region.

**Student Information**

Name-Surname           :

Department                 :

E-mail address           :

Date                            :

Signature                    :

By this consent form, I hereby give my explicit consent for Hasan Kalyoncu University (“HKU”) to process my communication data such as e-mail address and phone number and CV with HKU and third party employers in accordance with the requests which HKU may encounter, for the purposes of me benefitting from internship and job opportunities in third party employers and HKU, for the entirety of the time I have been a student at HKU and a duration of [10] years after my graduation.

**Student Information**

Name-Surname           :

Department                 :

E-mail address           :

Date                            :

Signature                    :