Bartın University takes security measures at the highest level possible in order to ensure your personal data to be collected, processed, stored, disclosed/transferred legally, and your privacy to be protected.

Pursuant the Article 10 of Personal Data Protection ***(“PDP”)*** Law No. 6698 and in line with your contentment, our purpose with this “Clarification Text” is to transparently inform you as the data subject about the purposes of processing your personal data, to whom and for which purposes they may be transferred, the method and legal basis of their collection, and your rights. For more detailed information, you can view ***YOD-0005 Personal Data*** ***Processing and Protection Policy*** of our University on **kvkk.bartin.edu.tr**.

1. **DATA CONTROLLER**

As per the Personal Data Protection Law No. 6698 ***(“Law No. 6698”***) and secondary legislation, Bartın University ***(“University”)*** acting as the **data controller** can process, record, store, classify, update and disclose/transfer your personal data to third parties -in situations where the legislation permits and/or provided that it is within the limitations of the purposes of processing- within the scope of the purposes identified below; for as long as necessary in line with the principles envisaged in the legislation, complying with the law and good faith.

**THE PURPOSES OF PROCESSING PERSONAL DATA**

Your personal data may be processed by our University inclusive of the purposes specified as follows:

1. To meet the rights and obligations of all stakeholders pursuant to the relevant legislations (law, regulation, directive, internal regulations etc.),
2. To achieve all educational activities of our students as part of education and research areas which are the core activity of our University, within the framework of the relevant legislations (law, regulation, directive, internal regulations etc.),
3. To ensure that rights and obligations of the students who are currently studying at or have graduated from our University are protected and met,
4. To carry out and announce the activities and maintain the necessary communication in order for our graduates to make use of social facilities, activities and job/career counseling services of our University,
5. To promote the activities of our University, and to undertake the activities regarding education, scientific research, publication and consultancy,
6. To apply assessment and evaluation methods, conduct surveys, produce statistical and scientific information through listing, reporting, verification, analysis and evaluations performed to increase the quality of services offered by our University, ensure their continuity, reduce their cost, and achieve them in an effective and healthy way,
7. To organize and announce activities such as events, courses, development programs, exhibitions, conferences, workshops, meetings etc.,
8. To perform administrative actions and financial transactions, and to conduct the commercial and legal processes within the scope of the agreements made between natural or legal persons who have a business relationship with our University, or the supervision liabilities arising from the activities carried out,
9. To conduct the financial operations (budgeting) and purchasing processes (demand, offer, evaluation, tender, order, agreement, payment) within the framework of the strategic plan,
10. To fulfill the obligations as part of occupational health and safety, and to take the necessary precautions,
11. To meet the rights and obligations pursuant to the relevant legislations (law, regulation, directive, internal regulations etc.) regarding the appropriate staff recruitment in required areas as part of the activities performed by our University,
12. To meet the requirements or requests claimed by the obligations, judicial bodies or authorized administrative institutions, including the protection of life and property safety of all stakeholders or conformance to the rules within this context; to transfer into the data processing infrastructures, to fulfill the legal obligations in electronic or physical environments and to archive so as to achieve these purposes by taking the necessary security measures (camera recordings, turnstile/card entry system, data collected through license plate recognition system at the main campus gate, and user internet access traces/logs used intra vires) and legal precautions.
13. **TO WHOM AND FOR WHICH PURPOSES THE PROCESSED PERSONAL DATA MAY BE TRANSFERRED**

As specified in Article 8/2 of the PDP Law No. 6698, **your personal data processed by our University may be transferred without seeking explicit consent of data subject upon the existence of one of the conditions provided in (a) the second paragraph of Article 5, (b) the third paragraph of Article 6, provided that sufficient measures are taken.** In the event that one of the stated reasons is absent, your personal data shall be transferred within the scope of your explicit consent.

Within the purposes and limitations envisaged in the law pursuant to the conditions and purposes of personal data processing specified in Articles 8 and 9 of the Law No. 6698, we may transfer your personal data to;

* Judicial authorities or concerned law enforcement agencies with intent to settle legal disputes or when required by the relevant legislations,
* Authorized government agencies and natural persons authorized by law with a view to fulfill the legal obligation,
* Relevant judicial authorities and third parties with their institutions and organizations so as to conduct or keep track of judicial processes,
* Service providers cooperated with for the purpose of protecting and meeting their rights and obligations within the framework of the activities performed by our University,
* Advisors, organizations, parties, contracted institutions cooperated with where the legislation permits.
	1. **Transfer of Data Abroad**

Your personal data processed by our University may be transferred by means of receiving explicit consent in light of the principles envisaged in the second paragraph of Article 4 of the PDP Law No. 6698 or without explicit consent upon existence of the conditions stated in the second paragraph of Article 5 and third paragraph of Article 6, and as per the rules in Article 9 of the law, following the identification and declaration of foreign countries with adequate protection by the Personal Data Protection Board ***(“Board”)***, only to the persons and institutions located in these countries, and to the countries identified and declared to have inadequate protection on the condition that it will be limited to the situations where data controllers in Turkey and relevant foreign countries undertake in written an adequate protection and the Board’s approval is received regarding the relevant transfer.

We, as Bartın University, would like to emphasize that we take administrative and technical measures as reasonably as allowed by technical means in order to ensure the security and confidentiality of personal data while the relevant processing and transfer activities are being performed.

1. **THE METHOD AND LEGAL BASIS OF COLLECTING PERSONAL DATA**

Your personal data can be collected for the aforementioned purposes through the methods and means listed below in order to be able to provide our services automatically and manually in all kinds of physical and electronic media, and in order for our University to completely and properly fulfill the responsibilities arising from agreements and laws in this context *(See YOD-0006* *KVKK (PDPL) Personal Data Storage and Disposal Policy, Article 4.2. “**Legal Requirements for Processing and Storage”)*.

1. Printed forms published in written or electronic media,
2. Other than printed forms, applications filed in person through written or electronic media (petition, CIMER, RIMER, etc.),
3. Resumes submitted to our University,
4. Interviews held through video conference, telephone etc. or as face to face,
5. Controls to attest the conveyed information by the relevant parties and research conducted by our University,
6. Information systems platforms *(E-government, SGK, YOKSİS, HITAP, E-budget, KYS, MYS, etc.)* permitted by public institutions and organizations,
7. Camera recordings in buildings and campuses due to security requirements (in case of CCTV recording, warning signs are placed in the relevant areas),
8. In an utterly automatic way as part of a data recording system.

Your personal data collected through the aforementioned methods may also be processed and transferred with the purposes specified in articles 2 and 3 of this text within the scope of the purposes and conditions for Processing Personal Data stated in Article 5 and 6 of the PDP Law No. 6698 in conformity with the fundamental principles envisaged by the same law.

1. **OTHER RIGHTS OF THE DATA SUBJECT REFERRED TO IN ARTICLE 11**

As per Article 11 of the PDP Law No. 6698, the rights of natural persons whose personal data are processed are as follows;

1. To learn whether their personal data are processed or not,
2. To demand for information as to if their personal data have been processed,
3. To learn the purpose of the processing of their personal data and whether these personal data are used in compliance with the purpose
4. To learn whether their personal data are transferred inland or abroad and, if so, know the third parties to whom they are transferred,
5. To request the rectification of the incomplete or inaccurate data, if any, and demand that the third parties, to whom the data have been transferred, are informed about the relevant operations,
6. Despite being processed in compliance with the provisions of the PDP Law and other relevant laws, to request the erasure or destruction of their personal data in the event that the reasons for the processing no longer exist and demand that the third parties, to whom the data have been transferred, are informed about the relevant operations,
7. To object to the occurrence of a result against the persons themselves by analyzing the data processed solely through automated systems,
8. To claim compensation for the damage arising from the unlawful processing of their personal data.

You can submit your applications regarding the aforementioned rights of yours with the necessary authentication information by filling in **FRM-0645 Personal Data Subject Application Form** under the tab of “Application Process for the Data Subject” on **kvkk.bartin.edu.tr**, indicating your request with your explanations for the right that you claim to use among those specified in Article 11 of the PDP Law No. 6698. You can deliver a signed copy of the form with identification documents to the address of **“Bartın Universitesi Agdacı Yerleskesi Merkez/Bartın, 74100”** in person, through a notary public or other methods specified in the Law No. 6698, or send the relevant form to **bartinuniversitesi@hs01.kep.tr** as secure with electronic signature.

Your applications submitted to us will be responded **as soon as possible, within a maximum of thirty days (30 days)** starting from the date when your request is received, depending on the nature of the request, pursuant to the second paragraph of the Article 13 of the PDP Law No. 6698. Our responses will be delivered to you in written or electronic as specified by you in the application form, as per the provision of Article 13 of the relevant law.

Your requests will be concluded free of charge in principle; nonetheless, if the response of your request requires an additional cost, a fee may be charged in the amounts determined within the framework of the relevant legislation.

Applications should be submitted in Turkish. In order for your request to be evaluated and responded, it is requisite to include name, surname, signature -if the application is in written-, T.R. identification number for Turkish citizens, nationality and passport/identification number for foreigners, place of residence or work address for notification, e-mail address, telephone or fax number -if available- for communication, and the subject of the request.

Our University reserves the right to request additional document and information (a copy of identity card or driver's license, etc.) for identification and authorization so as to eliminate the legal risks that may arise from illegal and unfair data sharing, and particularly to ensure the security of your personal data. In the case that the information regarding the requests that you submit within the context of the form is not correct and up-to-date or the application is unauthorized, our University refuses any liability for such requests resulting from misinformation or unauthorized application.

In case that our University needs additional information to finalize the request or it cannot be proven with a document that the application has been submitted by the data subject, you can be contacted through the contact information in the “***FRM-0645 Personal Data Subject Application Form”***.

We notify as the **“Data Controller”** within the scope of the PDP Law No. 6698.

**Respectfully yours,**

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| **BARTIN UNIVERSITY** |
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|[ ]  **I have read and understood the Clarification Text hereby as per the Personal Data Protection Law No. 6698.** |