

# INFORMATION ON PROTECTION OF PERSONAL DATA

## ***-EMPLOYEE-***

As İSTANBUL BİLGİ UNIVERSITY, we hereby state that in accordance with Protection of Personal Data LAW (“PPDL”) numbered 6698; your personal data that you have shared with us and that we required in capacity of processor on condition to be related, limited and retrained with purpose of processing; and in line with purposes these to be processed; shall be recorded, stored, retained, rearranged, shared with institutions who are lawfully authorized to require these, transferred to third parties in land or abroad in circumstances stipulate by PPDL, assigned, classified and be processed under other manners stipulated in PPDL.

As İSTANBUL BİLGİ UNIVERSITY purposes and legal grounds of processing of your personal data are; to conclude agreements based on your explicit free will and within scope of your employment contract, to execute your legal liabilities in accordance with High Education Law numbered 2547 and relevant secondary legislation, to record your personal data such as name, surname, date of birth, address, cellular phone number, e-mail address in order to determine your identification, to arrange all records and documents in electronic or printed environ in line with purpose of processing; to observe information keeping, reporting and informing obligations which are stipulated by legislation, relevant regulatory bodies and other authorized authorities.

Persons/institutions that personal data may be transferred for purposes stated above are; bodies and institutions that are entitled by High Education Law, Labor Law, Employee Health and Work Safety Law, Social Security and General Health Insurance Law, Law concerned with regulation of publications made via internet and fight against crimes committed via these publications, Turkish Trade Code, Tax Procedural Law, Protection of Personal Data Law numbered 6698 and relevant legislations; Public entities such as Board of Protection of Personal Data, High Education Board, Ministry of Finance, Ministry of Customs and Trade, Ministry of Labor and Social Security, Information Technologies and Communication Board; Laureate International Universities Network that we are member of; our affiliate companies and/or direct/indirect domestic/foreign subsidiaries; domestic/foreign program partners that we get contractual services in order to execute our activities as İSTANBUL BİLGİ UNIVERSITY, that we cooperate, and that are jointly and severally responsible for taking data safety measures such as securing all kind of personal data of yours, preventing unauthorized accesses and be processed unlawfully and other third parties.

Your personal data may be collected verbally, in written form or in electron environment; via channels such as our web site, e-mail or call center.

In accordance with PPDL Article 11, you have right to;

- a) know whether your personal data was processed or not,
- b) demand information it they were processed,
- c) know purpose of such processing and whether they were processed appropriate to this purpose,
- ç) know 3<sup>rd</sup> parties in land/abroad which are transferred such data,
- d) request correction of these if they are incomplete or wrong,
- e) request them to be deleted/destroyed within conditions stipulated in Article 7 of PPDL,
- f) request transactions made in accordance with paragraphs (d) and (e) above to be communicated to 3<sup>rd</sup> parties that they were transferred to,
- g) object to any results unfavorable for you, occurred because personal data are exclusively analyzed by automatic systems,
- ğ) demand indemnification for your losses in case you get damages due to unlawful processing of your personal data.

Your requests, which take place in your application, shall be finalized within the shortest time depending of feature of your application and within thirty days without charging any expense. However, in case such transaction incurs any cost for İSTANBUL BİLGİ UNIVERSITY, a fee listed in tariff determined by Board of Protection of Personal Data may be collected.