	<b>HALIÇ UNIVERSITY GENERAL STATEMENT REGARDING PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00

## 1. Purpose

This business disclosure statement has been prepared by **HALIÇ UNIVERSITY** (“**The Institution**”) in accordance with the Article 10 of the Personal Data Protection Law No. 6698 (“**PDPL**”) in order to inform and enlighten you about our personal data processing activities.


## 2. Data Representative

In accordance with the PDPL, **HALIÇ UNIVERSITY**, in the capacity of data representative, shall be able to process, save, store, classify, and update your personal data in accordance with the law and good faith within the scope of the purposes described below, and be able to present/transfer to third parties when permitted by the legislation and/or for the purposes for which they were processed.

## 3. The Purpose for Processing Your Personal Data

Your personal data in accordance with the PDPL are collected by **HALIÇ UNIVERSITY** verbally, in writing, visually, or electronically within the scope of the contract or through physical places and similar channels, including within the scope of the personal data processing purposes specified in the Articles 5 and 6 of the PDPL.

- Providing the products and services offered by our university within the determined legal framework,
- Fulfilling the university's responsibilities arising from contracts and law,
- Carrying out the necessary actions in order for you to benefit from the products and services offered by our university, customizing and recommending the products and services according to your liking, usage habits and needs,
- Ensuring the legal, technical, and commercial security of the relevant parties in a business relationship with our University, (Administrative operations for communication carried out by our University),
- Issuing identity records and authorization processes at entrances to the University Campus, provision of physical security and maintenance of camera records,
- Determining and implementing commercial and business strategies of our University, executing business and operational processes,
- Ensuring the implementation of the human resources policies of our University (Human resources, recruitment, execution of employment processes, execution of entry-exit registration processes with a card reader system),
- Completing administrative and academic processes of our University,
- Implementing educational and training processes of our University,
- Carrying out information security processes of our University, (keeping log records)
- Conducting OHS processes of our University, execution of contract processes,
- Implementing commercial and business strategy processes of our University,
- Performing internal and external audit activities processes of our University,
- Providing technical support and maintenance,
- Conducting internal and external educational activities of our University,
- Implementing emergency management processes of our University,
- Executing corporate sustainability processes of our University,
- Ensuring corporate communication and promotion of our University (web page, social media, advertisement, commercial film, sectoral magazines, news, interview, etc.),
- Executing the legal processes of the institution of our University,
- For purposes such as the performance of all kinds of works and transactions within the scope of the performance of the business service contract of our University or the performance of works and transactions for the realization of the purpose of the visit,

	<b>HALIÇ UNIVERSITY GENERAL STATEMENT REGARDING PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00


Your personal data are collected verbally, in writing, visually, or electronically within the scope of the contract or through physical places and similar channels and stored securely physically or electronically in proper time.

Within the scope of these activities, **HALIÇ UNIVERSITY** acts in accordance with the obligations stipulated in all relevant legislation regarding the protection of personal data especially the PDPL. **HALIÇ UNIVERSITY** for detailed information about the data processing policy, [www.halic.edu.tr](http://www.halic.edu.tr) located at the address "**HALIÇ UNIVERSITY Personal Data Protection and Privacy Policy**" you can examine it.

#### 4. Your Personal Data

Within this context, all general and special personal data obtained within the scope of the activities and services carried out by **HALIÇ UNIVERSITY** for the above-mentioned purposes are listed below:


- Your first and last name, Turkish identity number, passport number or temporary Turkish identity number if you are not a Turkish citizen, your identity data such as place and date of birth, marital status, gender, and a copy of your Turkish Identity Card or Driver's License that you have submitted,
- Identity card serial number, First and Last, photo, place of birth, date of birth, age, Mother's Name, Father's Name, Gender, place of registration, Marital Status, Religion, Volume Number, Family Serial Number, certificate of identity register copy,
- Contact information such as address, Business Address, e-mail, phone,
  - Medical Report, Chest X-Ray, Blood Type,
- Military Service Status, Military Service Deferment Certificate,
- Residence Permit, Birth Certificate Disciplinary Certificate,
- Signature,
- Diploma, Certificate of Graduation,
- CV, Certificate, Analysis of personal competencies and individual goals within the scope of the performance system,
- University Entrance Exam Result,
- School Registration Date,
- Disability Status (If Any),
- Photo,
- Parents' salary and SSI document, parents' property declaration document, bankruptcy decision, poverty certificate, institution document(s) from other institution(s), execution certificate and social service assistance certificate,
- Faculty / Department,
- Transcript; Approved Course Contents, Student Number,
- Bachelor's Degree Documents, Master's Degree Documents,
- High School Documents,
- Certificate of Equivalence, Certificate of Recognition,
- Nationality Certificate, Amateur and Professional Athlete License,
- Requests-Complaints, Satisfaction Survey,
- Application Form, Registration Form,
- Digital-Social Media Accounts,
- IBAN, Account Number, Card Number, Expiration Date,
- Installment Dates, Section Fees, Contracts, Payment Methods, Bank Information Card slip information,
- Country,

	<b>HALIÇ UNIVERSITY</b> <b>GENERAL STATEMENT REGARDING</b> <b>PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00


- Interests, Hobbies, Preferences,
- Execution Follow-up Documents, Criminal Record, Legal Documents Submitted by the Court,
- Student Information,
- Certificate (First Aid Certificate, SRC Certificate),
- Psycho-Technical Driver's License,
- Foreign Language and Computer Program Certificates,
- Exam Result Minutes, ALES (Academic Personnel and Postgraduate Education Entrance Exam), Foreign Language Certificate,
- Academic Publications and Their Contents,
- Work Department,
- Live-Recorded Lectures, Lecture Video Recordings,
- Meeting Records, Training Forms, Business trips,
- Duty Notification Form,
- Disciplinary Correspondence,
- Work Entrance-Exit Records, Security Query, Camera Recordings, CCTV surveillance,
- Log records,
- Navigation information obtained during the use of our website, IP address, browser information and your location data that you have transmitted with your own consent.
- License Plate Information, Vehicle Embezzlement Information, Vehicle Location Information,
- Contracts with employees,
- Location Information, Business trips,
- Size Information, Shoe Number, Dress Information,
- Annual leave, Funeral leave, Maternity leave, medical report, Administrative leave, etc.
- Salary, Bonus, Overtime Pay, Annual leave records, Executive deductions, Minimum Living Allowance, SSI, Tax payments, Commute-Food, health insurance payments, Seniority-notification, compensation payments,
- Analysis of personal competencies and individual goals within the scope of the performance system,
- Contracts,
- Financial data such as bank account number, IBAN,
- Certificates and documents requested within the scope of health report and occupational safety,
- Your responses and comments shared in order to evaluate our services,

Your personal data listed above, and your personal data of special nature may be processed within the scope of the following purposes with the personal data processing conditions specified in the Articles 5 and 6 of the PDPL:

- Sharing the requested information with the Social Security Institution, Police Department, and other public institutions and organizations in accordance with the relevant legislation,
- Fulfilling legal and regulatory requirements,
- Confirmation of your identity by the Sales and Support departments,
- Planning and managing the internal processes of the institution by the Institution Management,
- Providing training to our employees by Human Resources,
- Monitoring and blocking of abuse and unauthorized access transactions by the Audit and IT Department,
- Performing information security and risk management activities by the IT Department,
- Implementation of the quality management system and quality improvement activities by the Strategy and Quality Development Department,

	<b>HALIÇ UNIVERSITY</b> <b>GENERAL STATEMENT REGARDING</b> <b>PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00

- Invoicing processes by the Financial Affairs Department in exchange for our services,
- Confirmation of your relationship with the institutions contracted with our company by the Financial Affairs Department,
- Providing answers to all kinds of questions and complaints about our services by the Corporate Management, Support and Sales Departments,
- Taking all necessary technical and administrative measures within the scope of data security of our institution's systems and applications by the Corporate Management and IT Department,
- Designing and transmitting special content, concrete and abstract benefits through Marketing, Media and Communication, Web, and mobile channels,
- Measurement, improvement, and research of customer-student-external stakeholder satisfaction by the relevant departments of our institution,
- Execution of Personnel Affairs Processes,
- Legislation arising from legal obligations,
- Sharing with public institutions and organizations,
- Execution and Evaluation of Educational Activities,
- Providing the new candidates with candidate training.
- Completing the academic recruitment processes and bringing effective personnel selection to the institution,
- Conducting scientific research, domestic and international assignments, conference procedures, sending students and staff within the scope of Erasmus by the University,
- Procuring Erasmus and COHE Scholarships,
- Provision of annual leave transactions of personnel,
- Notification to All Universities Regarding Personnel Who Do Not Fulfill the Academic Mandatory Service Obligation,
- Legal obligations in order to carry out the State of Emergency and court processes,
- Carrying out audit activities and providing financial audits,
- Payments of Individual Pension, SSI, Taxes, Alimony, Enforcement.
- Execution of contract processes,
- Stamp duties,
- Ensuring rent collections,
- Fulfilling the legal obligation and providing payment tracking,
- Reaching the internal control standards of the institutions,
- Payments for the projects,
- Execution of purchase transactions and arrangement of purchase agreements,
- Conducting Student Selection processes,
- Carrying out the Student Registration Procedures,
- Announcements for students,
- Published in disguise in order to inform the students.
- Scholarship payments for the students,
- Processing the information by the management decrees,
- Providing tuition exemption to students with disabilities.
- Meeting the demands,

	<b>HALIÇ UNIVERSITY GENERAL STATEMENT REGARDING PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00


- Execution of diploma activities,
- Conducting family situation analysis of students who wish to work part-time,
- Execution of Accounting Processes,
- Ensuring the provision of business processes and ensuring the continuation of business continuity,
- Salaries and social security institution payments of students working part-time,
- Notifying Postal Office in case of any problems with the student meal cards and providing new ones,
- Carrying out legal SSI transactions,
- Carrying out the Application Procedures for the Free Meal Scholarship for Students,
- Publishing photos of any event or organization on the official website,
- Determining the needs of new students and carrying out activities according to the social structure of students by making analysis according to the students' lives, meeting the needs and being able to analyze the general situation of the students,
- Carrying out educational and training activities by educational institutions with which the institution cooperates.

Your above-mentioned "Personal and Special Data" shall be stored in physical and electronic archives by **HALIÇ UNIVERSITY** and external service providers with great care and compliance with the provisions of legislation.

## 5. Transfer of Your Personal Data

As per Articles 8 and 9 of the Personal Data Protection Law No. 6698 and other legislations for purposes explained above within the framework of the processing conditions and purposes specified in the articles, your personal data shall be transferred to our business partners, suppliers, University authorities, shareholders, legally authorized public institutions, private persons, and parties below:

- Relevant Public Institutions and Organizations (Ministry of Interior, Ministry of Culture, Ministry of Environment and Urbanization, District Agriculture Directorate, District Governorship, Governor's Office, Directorate of National Education, Council of Higher Education and Relevant Public Education Center, etc.),
- Council of Higher Education, Student Selection and Placement Center, Credit and Dormitories Agency,
- Ministry of Sports, Sports Federations, National and International Sports Organizations, Congresses,
- Public Institutions and Private Institutions as per the relevant Protocols,
- Service Providing and Receiving Companies
- Educational Institutions and Foreign Universities with Agreements,
- Institutions Related to Student Transfers,
- External Evaluation Juries,
- Science Juries,
- State Agencies,
- Immigration Office,
- Medical Institutions,
- Ministry of Health, Provincial Directorate of Health,
- Companies Providing Employment,
- OHS,
- Associations and Foundations,
- Suppliers,

	<b>HALIÇ UNIVERSITY GENERAL STATEMENT REGARDING PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00

- Consultants,
- Auditors,
- Individual Pension
- General Directorate of Security, Traffic Directorate, and similar law enforcement agencies, • General Directorate of Census, District Directorate of Census,
- Official Institutions and Organizations,
- Turkish Employment Agency, Tax Office, Civil Engineering Agency,
- Banks,
- Microsoft via Office 365,
- Office of Chief Public Prosecutor, Courts and all kinds of judicial units, Enforcement Directorates, (Judicial Authorities)
- Corporate Lawyers, Contracted Banks, and Firms that Provide Legal Consultancy in case of a possible legal dispute,
- Third parties from whom we receive advice, including lawyers, tax consultants and auditors with whom we work,
- Information and Communication Technologies Authority,
- Social Security Institution, SSI Provincial Directorate,
- Representatives of official institutions with the authority to supervise our institutions,
- Other official authorities authorized by law,
- Private insurance institutions (health, pension, life insurance, etc.),
- Your authorized legal representatives,
- Regulatory and supervisory institutions and official authorities,
- Your employer,
- Our suppliers whose services we use or with whom we are in cooperation,
- Our support service providers,
- Our archive service providers and business partners,

(For more detailed information, you may contact us in writing.)

## **6.The Method of Collection of Your Personal Data and Its Legal Reason**


Your personal data, in all kinds of oral, written, visual, or electronic media, are stored and processed for the purposes listed above and in order for **HALIÇ UNIVERSITY** to be able to carry out all kinds of works included in the subject of activity within the legal framework and for **HALIÇ UNIVERSITY** to fulfill its contractual and legal obligations fully and as required within this scope. The legal reason for the collection of your data by these persons is primarily the provisions of the Personal Data Protection Law No. 6698 and other legislation.

Within this framework, your personal data may be processed and transferred by obtaining explicit consent in accordance with the principles provided for in Article 4(2) of the PDPL, or in the presence of situations provided for in Articles 5(2) and 6(3), without obtaining explicit consent.

## **7. Your Rights as the Owner of the Personal Data**

Your personal data are meticulously protected within the scope of information security and technical and administrative facilities, and the necessary security measures are provided to an appropriate degree against possible risks by taking into account technological possibilities.



	<b>HALIÇ UNIVERSITY GENERAL STATEMENT REGARDING PROCESSING PERSONAL DATA</b>	Document No	KV-PO.02
		Issued on:	01.10.2023
		Revised on:	-
		Revision No	00

In accordance with the Article 11 of the PDPL, the personal data owner has the following rights as a related person. You may contact the Data Representative at **HALIÇ UNIVERSITY** via the "Data Owner Application Form" on [www.halic.edu.tr](http://www.halic.edu.tr).

- You may submit relevant requests to the following address: Güzeltepe Mahallesi 15 Temmuz Şehitler Caddesi No:14/12 34060 Eyüpsultan İSTANBUL.
- You can send it through the notary public channel,
- or via e-mail to [kvkbasvuru@halic.edu.tr](mailto:kvkbasvuru@halic.edu.tr).

Your request will be finalized free of charge as soon as possible and no later than thirty (30) days depending on its nature. However, if the transaction also requires additional costs, the fee in the tariff determined by the PDP Board shall be charged. Your request will be accepted or rejected (Reasons shall be provided in case of rejection.) by the Data Representative at **HALIÇ UNIVERSITY**. The answer shall be submitted to you (the relevant person) in writing or electronically. If the request contained in your application is accepted, the requirement shall be fulfilled by the Data Representative. If the application is due to an error by the Data Representative, the fee received shall be refunded to the relevant person.

- To find out whether your personal data has been processed or not,
- To request information if your personal data has been processed,
- To learn the purpose of processing your personal data and whether they are used in accordance with their purpose,
- To know the third parties to whom personal data are transferred at home or abroad,
- To request the correction of personal data in case of incomplete or incorrect processing of personal data,
- To request the deletion or destruction of personal data within the framework of the conditions stipulated in Article 7 of the PDPL,
- To request that the transactions made pursuant to subparagraphs (d) and (e) be notified to the third parties to whom the personal data are transferred,
- To object to the occurrence of a result against the person by analyzing the processed data exclusively through automated systems,
- To request compensation of the damage in case of damage due to unlawful processing of personal data.

\* Haliç University General Statement Regarding Processing Personal Data (the "Statement") was prepared on 01.10.2023. The revision number, effective date, and content of this Declaration shall be updated in case of any changes in the Statement.