**REPUBLIC OF TURKEY**

**ACIBADEM MEHMET ALİ AYDINLAR UNIVERSITY**

**Information Text on the Processing of Personal Data**

As Acıbadem Mehmet Ali Aydınlar University **("University")**, we give high importance to the security and privacy of your personal data and try to implement the highest level security possible for processing and safekeeping your data. With this awareness, as the University, we give great importance for the personal data of all people related to the University to be processed and kept in compliance with the [**Law on Protection of Personal Data no 6698**](https://www.mevzuat.gov.tr/MevzuatMetin/1.5.6698.pdf)  ("**LPPD**") . With the full understanding of this responsibility, as the "**Data Controller**" defined in LPPD, we process your personal data as explained below and within the scopes mandated by the legislation. As the data controller, we prepared this Information Form Related to the Obtaining and Processing of Personal Data ("Information Text") under the LPPD for explaining our policy for processing personal data.

**1. Obtaining, Processing, Processing Purposes of Personal Data and Duration of Processing**

The University can process personal data of general and delicate nature with the explicit consent of the data owner or without explicit consent in cases stipulated in Articles 5 and 6 of the LPPD. In the light of other legislation and in line with the principles in this consent form and the legitimate interest of the University, processing is done by the University in accordance with Articles 5 and 6 of Law No. 6698for the following purposes:

* **For the performance by our relevant work units of the works necessary for the real persons**and/or legal entity third party institutions and organizaitons (students, employees, visitors, patients, suppliers, business partners etc.) from the goods and services of our University and/or Center and units affiliated with our University, and all information and document shared during registration,
* **Ensuring the safety of life and property, legal, commercial and occupational health safety of the** real persons and/or legal entity third party institutions and organizations (students, employees, visitors, patients, suppliers, business partners etc.) located in the main campus of our University and/or affiliated center and units,
* For the performance of the legislative and regulatory requirements arising/will arise from all relevant legislation and secondary regulations such as Higher Education Law No.2547, Labor Law No.4857, Turkish Commercial Code No.6102, Turkish Code of Obligations No.6108, Law on Consumer Protection No.6502, Vocational Education Law No.3331, Occupational Health and Safety Law No.6698, Personal Data Protection Law No.6698, Law No. 5651 on Regulating Broadcasts Made on the Internet and Fighting Against Crimes Committed Through These Publications, Regulation on Processing Personal Health Data and Protection of Privacy, and for taking the necessary measures within this scope,
* For carrying out the supervision and / or regulation duties to be carried out by authorized public institutions and organizations and professional organizations that have the characteristics of public institutions,
* For managing disciplinary investigation processes that are/can be initiated against students and academic and administrative staff,
* For signing up to the student clubs within our University, benefiting from the works, events and organizations held by clubs, and, in case of membership to a club that has cooperation and/or connection with any foundation, association, non-governmental organization and/or unions, for keeping the records foreseen in the laws related to this membership,
* For fulfilling the information and document requests placed by the judicial bodies and / or administrative authorities,
* For conducting listing, reporting, verification analysis studies regarding the usage of the products and services offered in our University and all centers and units affiliated with our University, for producing and developing statistical and scientific information on this matter, for increasing the satisfaction of our products and services and making customizations regarding the user within this scope,
* To be able to contact you directly through the communication channels shared with our University for market research, promotion and making necessary promotion about our products and services, evaluation of complaints and suggestions, pre-graduation internship and application, post-graduation career opportunities,
* For processes such as academic trainings, scientific researches, project applications, applications regarding rights under FSEK and Industrial Property Law, transfer etc. and continuing all kinds of operations, broadcasting, consultancy, etc.,
* For managing all Human Resources processes and policies of our university and determining, developing and implementing the administrative and academic processes, business strategies and legal compliance processes of our university,
* For auditing the performance processes of academic staff and abroad assignments,
* For sharing information of students, academic and administrative staff within the scope of national and international exchange programs,
* For carrying out accreditation and evaluation studies of our university and the centers and units affiliated with our university,
* For planning and management of financing and invoicing of all services offered,
* For fulfilling requests for participation in training, seminars, etc. organizations,
* For taking all necessary technical and administrative measures for the system and applications within the scope of data security.

Your personal data will be processed by complying with the data processing and statute of limitation periods specified in all laws, especially the Higher Education legislation and other legal regulations that our University and the centers and units affiliated with our University, limited to the purposes specified in article 2 of this Information Text. In case of any change in the laws regarding data processing periods, the new terms will be taken as basis.

Likewise, your Personal Data obtained and processed in accordance with the relevant legislation can be transferred to the physical archives and / or information systems of the University and kept in both digital and physical environment.

Except for cases where there is a legal requirement or permission to keep it for longer periods, the University keeps the personal data that it obtained in compliance with the LPPD in line with the purposes stated in this information text for periods stipulated in the LPPD and other private laws. In cases where the purpose of processing personal data is terminated and the storage periods determined in other legislation and by the University in accordance with the LPPD have expired, the personal data can only be stored as evidence in possible legal disputes, to assert the relevant right related to the personal data and / or to establish a defense or to be submitted when requested by official authorities and the statute of limitations and keeping periods determined in the relevant legislation shall be taken as basis in determining the said periods for claiming the said right. Following the expiry of the aforementioned storage periods, the aforementioned personal data will be deleted, destroyed or anonymized by the University in accordance with the LPPD.

**2. Transfer of Personal Data**

Your personal data collected may be transferred to our business partners, suppliers, Acıbadem Sağlık Hizmetleri ve Tic. A.Ş. and its affiliates and parent companies and subsidiaries, legally authorized public institutions and private persons for performing the works necessary for you to benefit from the services of our University by the relevant work units, ensuring the legal and commercial safety of our University and those who are in business relatations with our University (Administrative operations for communication carried out by our university, ensuring the physical security and supervision of the University's locations, legal compliance process, financial affairs, etc.) for determining and implementing the commercial and business strategies of our University and ensuring the execution of human resources policies of our University within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the LPPD.

**3. Method and Legal Reason for Obtaining Personal Data**

The University can obtain personal data in written, verbal, audio or video recording or other physical or electronic forms for the purposes specified in this information text, within the framework of the conditions stipulated in Articles 5 and 6 of the LPPD. Also personal data may be collected through other physical medium, websites, electronic transaction platforms, social media and other public medium of the University with which the data owners may contact or via organized events, contracts, applications, forms, cookies used during Website visits.

**4. Your Rights for the Protection of Personal Data**

Without prejudice to the conditions stipulated in Article 28 of the LPPD, titled “Exceptions”, you may exercise the following rights

1. by applying to our university within the framework of article 11;
   1. To find out whether your personal data are processed or not,
   2. If processed, request information to be provided,
   3. To learn the purpose of processing and whether it is used in accordance with this purpose,
   4. To know the third parties to whom your personal data has been transferred inside or outside the country,
   5. To request correction if it is incomplete or incorrectly processed,
   6. To request the deletion or destruction of personal data in accordance with the provisions of Article 7 of the Law,
   7. to request notification of the operations carried out in compliance with subparagraphs (d) and (e) to third parties to whom his personal data has been transferred,
   8. Objection to the emergence of a result against you by analyzing your processed data exclusively through automated systems,
   9. to claim damages if you incur losses due to unlawful processing of your personal data

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Applications can be made in writing or electronically, using the following methods, after the "LPPD Data Owner Application Form" is filled in on this website of our university.

**5. Data Security**

Within the framework of Article 12 of the LPPD, the University takes the necessary technical and administrative measures to ensure the appropriate level of security as a "data controller" in order to prevent the unlawful processing of personal data and illegal access to the data and to ensure the protection of personal data. These security measures are provided at a level appropriate to the possible risk, taking into account the technological possibilities and / or existing data security systems are developed, updated and necessary inspections are carried out in this regard.

**6. Complaints and Communication**

Your personal data is meticulously protected within the technical and administrative means and necessary security measures are provided at a level appropriate to possible risks, taking into account the technological possibilities. You may send your requests within the scope of the Law by filling the "[Data OwnerApplication Form"](https://www.yeditepe.edu.tr/sites/default/files/images/kisisel_verisahibibasvuruformu.docx) in this information text as follows;

* **In case of a written request;**

You can submit a wet signed copy of the Data Owner Application Form to the Documents Registration Office of our University with a document identifying you personally or by showing that you are authorized to apply for the rights listed under Article 11 and as a proxy with a notarized power of attorney or by sending it, through a notary public, to **“Acıbadem Mehmet Ali Aydınlar Üniversitesi Rektörlüğü Kayışdağı Cd.** **No:32, 34752 Ataşehir/İstanbul”** address.

* **In case of electronic request;**

You may send the Data Owner Application Form to the Registered E-mail (KEP) of our University acibademuniv@hs02.kep.tr by signing with an electronic or mobile signature that has a "secure electronic signature" certificate as defined in Electronic Signature Law no 5070 or to kvkk@acibadem.edu.tr by using the e-mail address that you own, you previously informed to our University and registered in the system of our University or, in case there is a software or application developed by our University towards the application purpose, using these methods.