



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
PERSONAL DATA PROTECTION LAW CORPORATE PRINCIPLES AND
PROCEDURES**

**SECTION ONE
General Provisions**

Objective

ARTICLE 1– (1) These principles and procedures are intended to regulate the code of practice to be followed in processing and protecting personal data as per the Personal Data Protection Law numbered 6698 and relevant Regulation.

Scope

ARTICLE 2– (1) These principles and procedures cover all academic and administrative units within Yaşar University.

Legal basis

ARTICLE 3– (1) These principles and procedures were prepared on the basis of the Personal Data Protection Law numbered 6698.

Definitions

ARTICLE 4– (1) The following terms mentioned in this procedures and principles document shall have the meaning designated below:

a) University: Yaşar University

b) PDPL: Personal Data Protection Law numbered 6698

c) Data Processor: Authorized real and legal person Processing Personal Data on behalf of the Data Controller

ç) Data Controller: Yaşar University, which is responsible for establishing and managing the Data Recording System that defines the purposes of Processing Personal Data and how such processing will be carried out,

d) Data Recording System: Any type of recording system where personal data is configured and processed per certain criteria,

e) Processing Personal Data: Any type of action taken in relation to data such as obtaining, recording, storing, keeping, changing, reorganizing, disclosing, transferring, taking over, making available, categorizing or preventing use of personal data by fully or partially automatic or non-automatic means (provided that it is a part of any Data recording system),

f) Personal Data: Any type of information concerning a real person whose identity is or can be identified,

g) Personal Data Protection Committee: The committee whose members are appointed by the Rector's Office under the authority of the Data Controller,

ğ) Personal Data Protection Council: The council defined in the Personal Data Protection Law numbered 6698,

h) Personal Data Protection Organization: The organization defined in the 6698 numbered Personal Data Protection Law.

SECTION TWO

Task, Responsibilities and Information

Task and responsibilities of Data Controller

ARTICLE 5- (1) the Data Controller;

- a) Is in charge of establishing and managing the Data Recording System.
- b) Meets disclosure obligations in relation to relevant people whose Personal Data is processed.
- c) Decides who can process a relevant person's data with which objectives and legal grounds, and to whom such data can be transferred, in line with the specified objectives.
- ç) Provides the relevant person with information personally or via an authorized person while obtaining the Personal Data within the framework of article 10 of the PDPL.
- d) Prevents Personal Data from being processed and accessed unlawfully.
- e) Ensures preservation of Personal Data.
- f) Resolves requests related to implementation of the PDPL, delivered by relevant people to him/her in written or other means to be specified by the Personal Data Protection Council, as soon as possible and in any event not later than within thirty days at no cost.
- g) Has to implement decisions of the Personal Data Protection Council as soon as possible from the date of notification and in any event not later than within thirty days.

Tasks and responsibilities of the Personal Data Protection Committee

ARTICLE 6- (1) The Committee;

- a) Ensures that Personal Data is processed in accordance with fundamental rights and liberties.
- b) Checks if Personal Data is processed in accordance with the PDPL following a complaint or in matters that fall directly in its area of responsibility, and takes measures where needed.
- c) Takes regulatory action in order to define obligations concerning data security.
- ç) Determines sufficient measures required to be taken for processing sensitive Personal Data.
- d) Defines principles and procedures for deletion, elimination or anonymization of Personal Data.
- e) Makes evaluations required for transferring data abroad.
- f) Discusses suggestions for purchasing or renting material/software required for the performance of tasks, and makes recommendations to the Rector's Office.

Task and responsibilities of Data Processor

ARTICLE 7- (1) The Data Processor has the task of processing Personal Data in the Data Recording System based on authorization given by the Data Controller.

(2) The Data Processor has the task of controlling if Personal Data processed into the Data Recording System is accurately recorded, and ensuring security of this data based on authorization given by the Data Controller.

(3) The Data Processor is responsible for ensuring that data is shared and secured via the Privacy Commitment (Annex-1) in accordance with the regulations within and outside University.

(4) The Data controller and Data Processors are responsible for complying with the provisions of "Privacy of Personal Life" and "Personal Data Protection" in Article 20 of the Constitution as well as Personal Data Protection Law no. 6698; examining and processing information of relevant people, not using it for other purposes, preventing information from being processed and accessed unlawfully, and taking necessary measures for ensuring an appropriate level of security to preserve it, only for the purposes of performing defined services of the University in the Data Recording System and on the basis of his/her own job and responsibilities.

Providing Information

ARTICLE 8- (1) The purposes for collecting and processing personal data within the framework of the PDPL, and for which purposes they can be transferred, and the method of data collection and legal grounds as well as information on the rights listed in the PDPL for

the data owner are published on the corporate website of the university [www.yasar.edu.tr/kvkk].

SECTION THREE

Data Controller Application

Right of application

ARTICLE 9– (1) Real people whose personal data is processed have the right to apply to the data controller.

(2) Relevant people can benefit from this right provided that their application is in Turkish.

Application procedure

ARTICLE 10– (1) The relevant person delivers his/her requests within the scope of the rights specified in the article 11 of the Law, to the Data Controller, in writing or by means of a registered electronic mail (REM) address, secure electronic signature, mobile signature or the electronic mail address notified to the Data Controller by the relevant person and saved in the system of the Data Controller, or by way of software or an application developed for the purposes of application.

(2) The details below are required for the application;

- a) Name, surname and if application is in writing, a signature
- b) T.R. ID number for citizens of the Republic of Turkey, and nationality, passport number or if applicable, ID number for foreign people,
- c) Correspondence address or workplace address,
- ç) If applicable, electronic mail address, telephone and fax number for notifications,
- d) Subject of the request.

(3) Subject related information and documents attached to the application.

(4) In a written application, the date when notice is delivered to the Data Controller is.

(5) In applications made via other methods, the application date is the date when application is received by the Data Controller.

Response to application

ARTICLE 11 – (1) The Data controller is obliged to take any type of administrative and technical measures required for resolving the application made by the relevant person effectively, lawfully and in good faith.

(2) The Data controller either accepts the application or rejects it by providing the reason for doing so.

(3) The Data controller notifies the relevant person about the response in writing or electronically.

(4) The response letter must include;

- a) Information on the Data Controller or its representative,
- b) The Applicant's; full name, T.R. ID number for citizens of Republic of Turkey, and nationality, passport number or if applicable, ID number for foreign people, correspondence address or workplace address, and if applicable, electronic mail address, telephone and fax number for notifications,

c) The subject of request,

ç) Explanations of the Data Controller regarding the application.

(5) The Data controller concludes the requests listed in the application as soon as possible and in any event not later than within thirty days at no cost, as per the request.

However, the fee specified in article 12 can be collected if the action requires a separate expense. The collected fee is returned if the application is a result of the Data Controller's error.

(6) If the request from the relevant person is accepted, the request is fulfilled by the Data

Controller as soon as possible and the relevant person informed.

(7) The Data Controller utilizes the services of the Personal Data Protection Committee and VERBIS recording attendant in conducting its duties.

Fee

ARTICLE 12 – (1) If a written response is to be provided in reply to a relevant person’s application, no fee is charged for up to ten pages. 1 Turkish Lira can be collected as the processing fee for each additional page after ten pages.

(2) If the response to the application is provided in a recording media such as CD or flash drive, the fee that can be requested by the Data Controller cannot exceed the cost of the recording media.

SECTION FOUR

Final Provisions

Validity

ARTICLE 13– (1) These principles and procedures become effective from the date of approval of the Rector of Yaşar University.

Execution

ARTICLE 14 – (1) The provisions of these procedures and principles are executed by the Rector of Yaşar University.

Approved by the Rector on: 03.08.2018



**REPUBLIC OF TURKEY
YAŞAR UNIVERSITY
LETTER OF PRIVACY REGARDING PROTECTION
OF PERSONAL DATA (ORGANIZATION/PERSON)**

As required by the provisions of this agreement, Organization/Person accepts and undertakes that **for the personal data stored/processed within/outside the University in all electronic/printed etc. media**, he/she will act in accordance with the provisions of the “Right to Privacy” and “Protection of Personal Data” stated in Article 20 of the Constitution and the provisions of Law No. 6698 on the Protection of Personal Data; use this system to search for information about relevant individuals only for the purpose of fulfilling necessary services defined internally within the institution and essentially for his/her own work and procedures; not use this information for any other purposes; prevent illegal processing of the information; take necessary measures to ensure the appropriate level of security for the purpose of preventing illegal access to the information and for its protection; be in charge of taking the above-mentioned measures jointly with the sub-user in cases where the information obtained is processed by a sub-user; and be subject to legal and administrative sanctions in cases where the data is used in breach of the stated rules.

Organization’s Name / Person’s

Full Name :

Title :

Date :

Corporate Stamp and Signature / Person’s Signature: