



PERSONAL DATA CLARIFICATION TEXT

This clarification text has been prepared by **ISTANBUL AYDIN UNIVERSITY** as data controller within the scope of Article 10 of the Law on Protection of Personal Data No. 6698 ("KVKK") and Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Light.

As **ISTANBUL AYDIN UNIVERSITY**, we show great sensitivity to processing and preservation of personal data belonging to you in the best way and with care. With the awareness of this responsibility, as data controller, we process your personal data as detailed in the KVKK Policy of **ISTANBUL AYDIN UNIVERSITY** on the websitecom.tr within the scope of the Personal Data Protection Law No. 6698 and the relevant legislation.

As ISTANBUL AYDIN UNIVERSITY, we process your personal data for the purposes detailed below based on the legal reasons specified in Article 5 of KVKK;

- Your express consent,
- Expressly stipulated in laws,
- Provided that it is directly related to the establishment or performance of the service contract, necessity of processing personal data of the parties to the contract,
- Obligation for the data controller to fulfill its legal obligation
- Provided that it does not harm the fundamental rights and freedoms of the person concerned, obligation of data processing for the legitimate interests of the data controller.

Your personal data as an course attendee can be processed by **ISTANBUL AYDIN UNIVERSITY** in accordance with KVKK in the following cases;

- Identity validation and registration,
- Fulfillment of legal obligations regarding the course,
- In order to determine the course hours, classes and levels, and to carry out the course organizations,
- For the purpose of ensuring and auditing the quality, information security and privacy policies and standards of Istanbul Aydın University in a healthy manner,
- In order to contact the Trainee in case of a change in course hours,
- For the purpose of determining and controlling the entrance and exit of the course
- To take advantage of promotions and campaigns,
- To fulfill the requirements set by laws and regulations (tax legislation, social security legislation, law of obligations legislation, commercial law legislation, occupational health and safety law, legislation on electronic communication, all relevant legislation),
- To fulfill the demands of public institutions and organizations as required or mandated by legal regulations,
- Fulfilling the legal obligations specified in the KVKK,

In line with the above purposes, we obtain your personal data verbally, in writing or visually in physical and electronic media.

Under the conditions set by law, your processed personal data will be transferred to;

- Suppliers and solution partners for the purpose of performing functions such as software, enterprise resource planning, reporting, marketing,
- Audit firms and information security firms in order to carry out the necessary quality, confidentiality and standard audits,
- Related audit firms, independent audit firms, customs firms, financial advisor firms, law firms for the purpose of fulfilling our obligations in accordance with the provisions of the relevant legislation and auditing our commercial activities,



- Institutions and companies demanding reference about the course attendee,
- Public institutions and organizations to fulfill legal requirements and/or to fulfill the demands of official authorities.

Your personal data will be kept for the above purposes as long as your employment contract continues and these purposes require. For detailed information on storage and disposal procedures and duration, check the ISTANBUL AYDIN UNIVERSITY Storage and Disposal Policy.

Your personal data which should be kept legally, will be kept for 10 years after the end of your course duration in accordance with personal data protection law.

You can view in detail the Principles regarding the processing of your personal data as Data Controller within the scope of the Personal Data Protection Law No. 6698 of ISTANBUL AYDIN UNIVERSITY and the relevant legislation in ISTANBUL AYDIN UNIVERSITY KVKK Policy incom.tr.

Within the scope of Article 11 of the Law on the Protection of Personal Data titled "Rights of the Relevant Person", you can send your requests in written to **Beşyol Mah. İnönü Cad. No:38, 34295 Küçükçekmece/İstanbul** address of ISTANBUL AYDIN UNIVERSITY, to by signing with a "secure electronic signature" via Registered Electronic Mail (KEP), or to by e-mail according to the "Communiqué on the Procedures and Principles of Application to the Data Controller".

I have read, understood and received a copy of **ISTANBUL AYDIN UNIVERSITY** Personal Data Clarification Text and my rights.

I have read, understood.

Name Surname :

Sign :