**GEBZE TECHNICAL UNIVERSITY**

**Informative Text under the Personal Data Protection Law**

By Gebze Technical University (“University”) in the capacity of data controller, the security of personal data processed under the Personal Data Protection Law (KVVK) No. 6698 is handled with importance. Required technical and administrative measures are taken and inspections are made in order to ensure this security. Personal data are stored so long as the purpose of data processing requires. Required security measures are taken to prevent the stored and saved data from being lost, falling into the hands of unauthorized persons, and being used illegally.

**a) Purpose of Processing Personal Data**

The principles “lawfulness and fairness”; “being accurate and kept up to date where necessary”; being processed for specified, explicit, and legitimate purposes”; “being relevant, limited and proportionate to the purposes for which they are processed”, “being stored for the period laid down by relevant legislation or the period required for the purpose for which the personal data are processed”, which are stated in the Article 4 titled “General Principles” of the Personal Data Protection Law, are complied in the processing of personal data by our University. Your personal data are collected by our University’s divisions either in writing or electronically by automated or non-automated means under the execution and development of academic and administrative processes in line with the education and research activities, education-teaching activities of our University, updated so long as your relation with our University continues, and processed in the academic and administrative divisions within the terms and purposes of processing personal data as specified in the Article 5 and 6 of the Personal Data Protection Law in order to fulfill the legal responsibility of our University as the data controller. As per the paragraph 1 of Article 5 of the Personal Data Protection Law, it is essential that personal data be not processed without the explicit consent of the data subject. However, as per the paragraph 2 of the same article, personal data may be processed without seeking the explicit consent of the data subject in cases where one of the following conditions is met: it is expressly provided for by the laws; it is necessary for the protection of life or physical integrity of the person himself/herself or of any other person who is unable to explain their consent due to physical disability, or whose consent is not deemed legally valid; processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract; it is necessary for compliance with a legal obligation to which the data controller is subject; personal data have been made public by the data subject himself/herself; data processing is necessary for the establishment, exercise or protection of any right; processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject. Special categories of personal data (race, ethnic origin, political opinion, philosophical belief, religion, religious sect or other beliefs, appearance, memberships to associations, foundations or trade-unions, health, sexual life, criminal convictions and security measures, and the biometric and genetic data) listed in the Article 6 of the Personal Data Protection Law may only be processed with either the explicit consent of the data subject or if it is expressly provided for by the law.

**b) Transfer of Personal Data**

Personal data may be transferred to other institutions or organizations with either the explicit consent of the data subject or upon the existence of one of the conditions referred to in Article 5(2) and Article 6(3) of the Personal Data Protection Law and provided that sufficient measures are taken, being limited to personal data processing conditions and purposes. Personal data may be transferred abroad with either the explicit consent of the data subject or upon the existence of one of the conditions referred to in Article 5(2) and Article 6(3) of the Law and if adequate protection is provided in the country where personal data are to be transferred, or upon the existence of commitment for adequate protection in writing by the data controllers in Turkey and in the relevant foreign country, and with the authorization of the Personal Data Protection Board if adequate protection is not provided.

**c) Collection of Personal Data**

Your personal data may be collected and processed through hand delivery, mail, courier; manually, digitally; via automated, partially automated, or integrated means. Personal data are collected and processed for the following purposes: “processing of personal data of the parties of a contract is necessary, provided that it is directly related to the establishment or performance of the contract”; “it is necessary for compliance with a legal obligation to which the data controller is subject”; “data processing is necessary for the establishment, exercise, or protection of any right”; “processing of data is necessary for the legitimate interests pursued by the data controller, provided that this processing shall not violate the fundamental rights and freedoms of the data subject”.

**d) Rights of the Data Subject**

As per the Article 11 of the Personal Data Protection Law, the requests made to our University either in writing or by being signed electronically shall be finalized free of charge as soon as possible and within maximum thirty (30) days, depending on the nature of the request. In the event that the finalization of such a request requires additional cost, that the response is given in writing or in a storage environment such as a CD or flash memory, the charges specified in the Article 7 of the Communiqué On The Principles And Procedures For The Request To Data Controller may apply. In the event that a request was made due to the data controller’s fault, then the related charges shall be refunded to the related person. According to the Article 5 of the Communiqué On The Principles And Procedures For The Request To Data Controller, requests may be made to the Data Controller either in writing or by registered electronic mail (KEP) address, secured electronic signature, mobile signature, or by the e-mail address which has been previously recorded in the data controller’s system, or by means of a software or application designed for the purposes of this request. Written requests may be delivered to “Gebze Teknik Üniversitesi Rektörlüğü, Cumhuriyet Mah., 2254. Sk. No:2, 41400 Gebze / Kocaeli”, or transmitted to the [gtu@hs01.kep.tr](mailto:gtu@hs01.kep.tr) address via secure electronic signature. The request must include name, surname, and signature (if the request is made in writing); for Turkish Citizens, TR identification number; for foreigners, nationality, passport number, or identity number (if available); residential and business address subject to the notification; electronic mail address, telephone, fax number subject to notification; and the subject of the request.

As per the Article 11 of the Personal Data Protection Law, data subjects have the right to:

* learn whether their personal data are being processed or not,
* request for related information if their personal data have already been processed,
* learn the purpose of the processing of their personal data and whether these personal data are used in compliance with that purpose,
* know the third parties to whom their personal data are transferred in their home country or abroad,
* request the rectification of incompletely or inaccurately processed data, if any, and to request the reporting of the operations carried out within this scope to third parties to whom their personal data have been transferred,
* request the erasure or destruction of their personal data in the event that the reasons that initially required their processing are no longer valid although they have been processed in compliance with the law, and to request the reporting of the operations carried out within this scope to third parties to whom their personal data have been transferred,
* object to the occurrence of a result against the person himself/herself by analyzing the processed data solely through automated systems,
* claim compensation for the damage arising from the unlawful processing of their personal data.

Please click here to receive information about your personal data and fill in the application form.