

SIVAS UNIVERSITY OF SCIENCE AND TECHNOLOGY INFORMATION TEXT ON PROCESSING AND PUBLISHING OF PERSONAL DATA

IDENTITY OF RESPONSIBLE INSTITUTION

Any personal data obtained in line with the importance attached to the security of personal data by Sivas University of Science and Technology (University), operating at Yenişehir Mahallesi Kardeşler Caddesi No: 7/1 Sivas/Merkez, complies with the scope of the Law on Protection of Personal Data No 6698 (Law) processed, stored and transmitted. This Clarification Text has been prepared by Article 10 of the Law titled "Information Obligation of the Data Controller" regarding the personal data collected, stored and processed by the University as the "Data Controller".

PURPOSE OF PROCESSING PERSONAL DATA

In the law, personal data is defined as any information belonging to an identified and identifiable person. All kinds of data to be accepted within this scope are evaluated subject to the relevant legislation by the University and are collected, processed and stored within the following framework:

- a. The University collects and processes personal data through administrative and academic units to create and store the records obtained from the data owners who have received education to continue the education and training activities and which must be kept as per the higher education activities.
- b. University; collects and processes the personal data of students, administrative and academic personnel, and supplier/subcontractor company employees under the University's activities.
- c. University collects and processes the participants' data, who participate in the activities such as events, courses, seminars, conferences, etc.
- d. University collects and processes personal data to support the graduates' career plans; it may be shared with their permission.
- e. University collects and processes personal data in line with the consent of the individuals to make promotions and reach the relevant people within the scope of activities.
- f. To carry out the necessary reports, statistics and similar studies about its activities, data is collected and processed, provided that consent is obtained.

PROCESSED PERSONEL DATA

In this context, Name Surname, Telephone number (in the CV part), and photo are processed.

FRAME AND METHOD OF COLLECTING PERSONAL DATA

Collection Method of Personal Data; Personal data is collected verbally, in writing or electronically, by automatic or non-automatic methods, through the University website, social media channels, mobile applications and similar means.

Personal data; It is the information obtained verbally, in writing or electronically from individuals, especially on subjects such as websites, interviews, and educational activities. Data is collected, processed, stored and transferred in line with the issues within the scope of the Clarification Text and with the consent of the persons.

Personal data transfer in any matter incompatible with university activities cannot be made without the permission of the data owner.

TRANSFERRING OF PROCESSED DATA

Personal data collected, processed, stored and transferred by the University may be shared with the following within the framework of Articles 8 and 9 of the Law:

- a. To continue their activities and business processes, data can be shared at the rate and time required by the work in contracts made with subcontractors or third groups that provide permanent or temporary services.
- b. In line with the services and objectives of the university, data sharing can be made with similar institutions operating abroad for educational and research purposes and personnel exchanges.
- c. If necessary, data can be transferred to official authorities and public institutions
- d. Personal data collected; Within the framework specified in the Clarification Text and within the scope of the Law, the Social Security Institution, the Council of Higher Education and other legally authorized public institutions, the institutions and organizations that cooperate to carry out their activities, the organizations whose services are used for data storage, domestic/international services that receive server and/or cloud services. individuals and institutions, domestic/foreign companies that receive services for sending commercial electronic messages, contracted banks, internationally certified payment institutions, various domestic/foreign advertising companies, agencies and survey companies or other domestic/foreign business partners, legally authorized public institutions and can be shared with private individuals.

RIGHTS OF THE PERSON WHOSE DATA PROCESSED

Personal data owner, by applying to the University under 11 of the Law;

- a) Learning whether personal data is processed or not,
- b) If personal data has been processed, requesting information about it,
- c) To learn the purpose of processing personal data and whether it is used for its purpose,
- d) To know the third groups whose personal data are transferred in the country or abroad,
- e) If personal data is incomplete or incorrectly processed, to request their correction, to request their deletion or destruction within the framework of the conditions stipulated in Article 7 of the Law,
- f) To request notification of the transactions made under subparagraphs (d) and (e) above, to the third groups to whom their data has been transferred,
- g) Objecting to the emergence of a result against him due to the analysis of his data exclusively by automated systems,
- h) In case of loss due to unlawful processing of his data, he has the right to demand compensation for the damage.

Requests submitted within this scope are finalized by the University within thirty days at the latest.

Within the scope of the law, to communicate with the University, provide feedback or convey questions, documents proving the identity of the applicant and a petition containing the request must be sent to Yenişehir Mahallesi Kardeşler Caddesi No:7/1 Sivas/Merkez in person or via a notary public. In addition, a notification can be made to sivasbiltekuni@hs01.kep.tr with a secure electronic signature. In this context, written applications to be made on the subject will be evaluated following the identity verification to be made by the University, and the relevant groups will be returned within the legal deadlines.