

Koç University
Information on Personal Data Processing

We, as Koç University (“**University**”) give utmost importance to the security of your personal data. Accordingly, we give great importance to the processing and retention of all personal data belonging to anyone associated with the University in compliance with the Law numbered 6698 on the Protection of Personal Data (“**Law**”). We process your personal data as “data controller”, as defined in the Law, understanding the related responsibilities, as set forth hereunder and as instructed by the limitations set forth in the legislation.

1. Collection, Processing and Purposes of Processing of Personal Data

Depending on your relationship with the University, your personal data may be collected by automated or non-automated means, via our University units, website, social media, mobile applications and other means, either orally, in writing or electronically. Your personal data will be processed by generation and updates throughout your relationship with the University.

Your collected personal data will be processed, as per the data processing requirements and purposes set forth in articles 5 and 6 of the Law, for purposes of ensuring that the University units carry out the necessary work that allows your use of our University’s services, ensuring legal and commercial security of the University and parties associated with the University (administrative operations concerning communications, physical security and control of locations under the University’s control, legal compliance processes, financial work, etc.), determination and exercise of University strategies, and exercising human resource policies of the University.

2. Third Parties The University Transfers Personal Data and Purposes of Transfer

Your collected personal data may be transferred, as per the data processing requirements and purposes set forth in articles 8 and 9 of the Law, to our partners, providers, Koç Holding A.Ş. and Holding companies, legally authorized public and private entities, for purposes of ensuring that the University units carry out the necessary work that allows your use of our University’s services, ensuring legal and commercial security of the University and parties associated with the University (administrative operations concerning communications, physical security and control of locations under the University’s control, legal compliance processes, financial work, etc.), determination and exercise of University strategies, and exercising human resource policies of the University.

3. Methods for Collection of Personal Data and Related Legal Reasons

Your personal data is obtained, either orally, in writing or electronically, for purposes of provision of our services and fulfilling the contractual and legal obligations of our University, completely and perfectly. Your personal data, collected for the aforementioned purposes, will be processed and transferred for reasons set forth in paragraphs (1) and (2) above, as per the data processing requirements and purposes set forth in articles 5 and 6 of the Law.

4. Data Subject’s Rights Under Article 11 of the Law

Your requests concerning the below rights will be settled by our University, free of charge, within at most thirty days, provided that such request is communicated in the manners set forth below. That said, our University will be entitled to request any fees set forth by the Data Protection Authority. In light of the foregoing, the data subjects have the right to;

- Learn whether or not their data are being processed
- Request further information if their personal data are processed
- Learn about the purpose of processing and whether or not data are being processed in compliance with such purpose
- Learn about third party recipients to whom their data are disclosed (both within the country and abroad)
- Request rectification of processed personal data which is incomplete or inaccurate
- Request erasure or destruction of data, as such processes are regulated in the Law
- Request notification of third parties to whom their personal data are disclosed, about the related rectification, erasure/destruction
- Object to unfavorable results of analysis of processed personal data solely by automatic means,
- Demand compensation for damages suffered as a result of an unlawful processing operation

As set forth by the first paragraph of article 13 of the Law, you may communicate your requests to the University either in writing or by other means set forth by the Data Protection Authority. As the Data Protection Authority have not set forth another way as of the date of this document, you are required to communicate your requests in writing. Please find below the channels and methods for delivery of your requests under article 11 accordingly.

In order to use your aforementioned rights, you must submit your request, along with explanations concerning the right you would like to use, by filling out the form provided under www.ku.ed.tr and personally delivering a copy of said form to 'Koç Üniversitesi, Rumelifeneri Yolu, Sarıyer 34450 İstanbul', along with documents that will allow the University to confirm your identity, sending such copy via a notary, using other methods indicating in the Law, or sending an e-mail to kocuniversitesi@hs01.kep.tr by signing the form with secure electronic signature.