



INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY

ABOUT THE PROCESSING OF PERSONAL DATA STUDENT INFORMATION TEXT

1. DATA CONTROLLER AND RELATED PERSON

This clarification is issued by the International Science and Technology University (referred to as the "University") in its capacity as the data controller, in accordance with Article 10 of the Law on the Protection of Personal Data No. 6698 (referred to as "KVKK") and the Communiqué on the Procedures and Principles to be Followed in the Fulfillment of the Obligation to Inform. It has been prepared to inform the "Students" about the processing of their personal data.

2. IDENTITY OF THE DATA CONTROLLER

Our university has the title of "Data Controller" within the scope of KVKK and related regulations, and it is possible to reach us through the contact information below.

Data Controller: International Science and Technology University

Correspondence Campus:

Address : Güzelkent Mah. 727. Sok. No: 10 Etimesgut - Ankara / TÜRKİYE

Phone (Call Center): +90 850 888 64 21

E-mail Address: registration@istu.edu.pl

Management Services Center:

Address: Tunahan Mah. Dumlupınar 30 Ağustos Cad. No:2 Metromall Business F Blok
Ofis:21 Etimesgut - Ankara / TÜRKİYE

Phone (Rectorate): +90 312 475 76 15

E-mail Address: info@istu.edu.pl

3. YOUR PROCESSED PERSONAL DATA, STORAGE PERIODS AND PROCESSING PURPOSES

3.1. Processed Data and Retention Periods

Personal data provided by the students of International Science and Technology University can be processed. The personal data that may be subject to such processing are as follows:

- Identity Data (Name, surname, date of birth/country/city, gender, marital status, nationality, information in the passport.)
- Contact Data (such as phone number, address, e-mail.)
- Financial Data (Bank account information, payment amount, etc.)



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- Special Categories of Personal Data (Health report and related health data, Criminal record, biometric photo data, etc.)
- Automations (such as Student Information System, Learning Management System, Education Information System) (Data related to ensuring transaction and information security such as user name, password, transaction records performed in the system/applications.)
- Education Data (Graduation diploma/transcript, exam result information, faculty, department, class, project, homework, presentation, thesis, etc. educational material data)
- Visual and Audio Data (such as camera / audio recordings used in the course presentation system, call center audio recordings)
- Other (Military service certificate for male students, information obtained as a result of survey studies, information about the student's family members/relatives, data on the activities attended by the student, etc.)

The University processes personal data requested from students for the purpose of creating a student file and providing education and related services in compliance with the provisions of Article 5 and Article 6 of the KVKK (Kişisel Verilerin Korunması Kanunu - Personal Data Protection Law). These data will be retained by the University during the student's enrollment period and for a period after graduation as required by graduate student status, relevant legislation, accreditation and authorization criteria, and the University's decisions.

3.2. Data Processing Purposes

Your personal data collected; It may be processed by International Science and Technology University for similar purposes and reasons, such as, but not limited to, the following purposes and legal reasons:

- Performing registration procedures, financial and accounting processes of our students.
- Conducting educational activities, course selection/withdrawal procedures, making accurate and error-free grading of courses,
- Conducting activities related to our students' talents and career development,
- Monitoring our students' academic and social development, conducting measurement and evaluation processes; organizing and conducting student activities such as events and seminars,
- Making announcements and providing information to our students,
- Creation and management of student accounts for the digital application that has been decided to be used specifically for our students,



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- Organizing and managing relevant activities organized by our academic and/or administrative units for our students, and managing their participation tracking and financial processes,
- Receiving and finalizing requests and complaints, auditing and reporting our training activities; follow-up and execution of disciplinary and legal affairs,
- Carrying out the educational activities of the university in accordance with the legislation,

As long as processing your personal data doesn't violate your fundamental rights and freedoms, it will be treated within the bounds of the law, for the purposes and under the conditions set forth in Law No. 6698's Articles 5 and 6, and as long as the University has valid data processing purposes. Thus, personal information about you;

- It is directly tied to the formation of a contract between you and the International Science and Technology University, as well as its execution,
- It is clearly prescribed by law and is mandatory for the fulfillment of legal obligations,
- Data processing is required for the creation, exercise, or protection of a right, as disclosed by the individual in question,
- As long as processing a person's personal data doesn't violate their fundamental rights and freedoms, it will be done so for legitimate purposes.

According to Law No. 6698, International Science and Technology University maintains the personal data it processes for the duration of time specified by the applicable laws or as needed for processing.

4. EXPRESS CONSENT AND PROCESSING OF SENSITIVE PERSONAL DATA

For the purpose of administering exemption examinations, assessing requests for leave, or calculating the scholarship rate, our students' biometric data and, if required, criminal record information may be handled in order to maintain security.

International Science and Technology University obtains the express consent of the student and takes the necessary administrative and technical steps to process personal data and special personal data that are not required to be processed by law, for the purpose of contract performance, or for the employer's legitimate interest. In this situation, the student always has the option to revoke their consent and use their legal rights under this information text's seventh title.



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5. KİŞİSEL VERİ İŞLENMESİNİN YÖNTEMİ VE HUKUKİ SEBEBİ

Personal information about students, registering with our university, completing forms or exchanging information in offline and online settings, inputting data into automation systems, completing contact forms on the internet or through digital media; If you contact us by phone, email, or social media accounts, your information is gathered via the designated methods.

To enable the University to accurately and completely carry out its legal and contractual obligations, your personal information may be collected verbally, in writing, or electronically for the aforementioned objectives. Personal information is gathered by the University in order to comply with legal requirements set forth by the Identity Notification Law, the Personal Data Protection Law, and other applicable laws. Your personal information gathered for this lawful purpose is processed in accordance with the terms and objectives of personal information processing outlined in KVKK Articles 5 and 6.

6. TO WHOM AND FOR WHAT PURPOSE PERSONAL DATA CAN BE TRANSFERRED

Personal data is processed in accordance with the Law on the Regulation of Publications on the Internet and Combating Crimes Committed through These Publications, the Personal Data Protection Law No. 6698, the Identity Notification Law, and other legislative provisions, but not exclusively, in order for the University to comply with its legal obligations. To the degree required, it may be shared with pertinent institutions or organizations.

Additionally, your personal data;

- It is shared with outside service providers who give students access to the systems we utilize for our activities.
- In order to carry out our operations in compliance with the law, to provide information to authorized individuals, institutions, or organizations, and to satisfy our legal duties, it may be transferred to the appropriate institutions.
- It can be applied to managing partnerships, arranging seminars, gatherings, and events, as well as auditing and reporting.

Under the framework and limited to the personal data processing conditions specified in Articles 8 and 9 of Law No. 6698, your personal data may be transferred to our partners, third parties from whom we receive services or collaborate, legally authorized public institutions, and private individuals within the scope of the bases and purposes stated above. In



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compliance with Law No. 6698, all data processors and third parties to whom personal data is transferred are subject to confidentiality requirements.

Aside from these, your information is never sold or used for commercial purposes for any reason other than business, nor is it ever shared in any way with third parties or legal entities.

Your data may be moved outside because International Science and Technology University uses electronic service providers (such email services) with international headquarters, even if this is not the intended outcome. Even in this situation, our university takes all necessary administrative and technical steps to ensure data transfer and complies with those steps. To guarantee that the transfer of your data is done legally, we must obtain your express authorization before transferring it overseas.

7. RIGHTS OF RELATED PERSONS MENTIONED IN ARTICLE 11 OF LAW NUMBER 6698

In line with Article 13 of the Law, you can always apply to our university as the owner of personal data. In this instance, pertinent individuals;

- Learning whether personal data is processed or not,
- Requesting information if personal data has been processed,
- Learning the purpose of processing personal data and whether they are used for their intended purpose,
- Knowing third parties to whom personal data is transferred domestically or abroad,
- demanding that personal data be corrected in cases where processing is incomplete or erroneous and asking that third parties to whom personal data has been transferred be informed of the action taken in this regard.,
- To request that personal data be erased or destroyed in the event that the legal basis for processing it is no longer necessary, even though it was processed in compliance with Law No. 6698 and other applicable laws. To request that third parties to whom personal data has been transferred be informed of the transaction that took place in this context,
- Oppose the appearance of a result that is biased against the individual by using only automated technologies to analyze the produced data,
- Requesting damages be paid in the event that improper processing of personal data results in harm,

has the rights.

Based on your rights under the law, your requests for your personal data; "2. You may contact the Personnel and Strategy Development Department using the details provided in the



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"Identity of the Data Controller" section, or you can use the public contact form available on our university's website, <http://www.istu.edu.pl>.

The University will process the request at no cost as soon as feasible and no later than thirty days, depending on its nature. Article 7 of the Personal Data Protection Authority's Communiqué on the Procedures and Principles of Application to the Data Controller states that if the process necessitates an additional fee, you may be charged when the University responds to your application.

8. CHANGES TO BE MADE IN THE INFORMATION TEXT

This informational text is subject to revision at any time by International Science and Technology University. Upon the publishing of the newly updated Information Text, these modifications become effective right away. You, our students, will receive the necessary information so that you are aware of the updates to this information text.

Regards,
INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY