

ISTANBUL KÜLTÜR UNIVERSITY
PERSONAL DATA PROTECTION
Spectroscopy@IKU PROJECT
INFORMATION NOTICE

Istanbul Kültür University (“KÜLTÜR UNIVERSITY”, “UNIVERSITY”), located at Ataköy 7-8-9-10. Kısım Mah. Çobançeşme E-5 Yan Yol Cadde No: 14/A Bakırköy/ISTANBUL, as the data controller, processes your personal data in accordance with Law No. 6698 on the Personal Data Protection Law (“KVKK”) and other relevant legislation.

According to Article 10 of KVKK, which regulates the obligation to inform, data controllers are required to inform data subjects about specific matters, including the identity of the data controller, the method and legal basis for collecting personal data, the purposes of processing, to whom and for what purposes the data may be transferred, and the rights of the data subject listed in Article 11 of KVKK. This information notice has been prepared in compliance with the **Communiqué on the Procedures and Principles to be Followed in Fulfilling the Obligation to Inform**, published by the **Personal Data Protection Authority**, to fulfill this legal obligation.

DEFINITIONS

According to Law No. 6698 on the Protection of Personal Data:

- **Personal data** refers to any information relating to an identified or identifiable natural person.
- **Processing of personal data** means any operation performed on personal data, whether fully or partially automated or by non-automated means, if it is part of a data recording system. This includes collection, recording, storage, preservation, alteration, reorganization, disclosure, transfer, acquisition, making available, classification, or prevention of use.
- **Data subject** refers to the natural person whose personal data is processed.
- **Data controller** refers to the natural or legal person who determines the purposes and means of processing personal data and is responsible for establishing and managing the data recording system.
- **Obligation to inform** refers to the obligation of the data controller or an authorized person to inform data subjects at the time of collecting their personal data about the identity of the data controller, the purposes of processing, the recipients and purposes of data transfer, the method and legal basis for collecting personal data, and the rights of data subjects under Article 11 of the Law.

DATA SUBJECT

As an individual whose personal data is processed by KÜLTÜR UNIVERSITY, you are identified as a “USER” within our institution and recognized as a “Data Subject” under the Law.

DATA CONTROLLER

KÜLTÜR UNIVERSITY is the data controller responsible for determining the purposes and means of processing your personal data and for establishing and managing the data recording system.

COLLECTION OF PERSONAL DATA

KÜLTÜR UNIVERSITY processes certain personal data in compliance with Law No. 5237 on the Turkish Penal Code, KVKK, and other relevant legislation to fulfill its legal obligations and inform users about KÜLTÜR UNIVERSITY and/or other events organized within the University. The personal data that may be processed include; name and surname, contact information (email and/or phone number), age, gender, and address, educational background, image and audio recordings, workplace/institution/university information, position and occupation, content of service requests, training requests, technical support requests, collaboration and sponsorship proposals, website access, pause, and exit data.

Your personal data will be processed and stored in a non-public environment, strictly within the scope and purposes specified in this information notice.

PURPOSE OF PROCESSING PERSONAL DATA

KÜLTÜR UNIVERSITY processes personal data in accordance with legal and ethical principles, ensuring that it is relevant, limited, and proportionate to its purposes. Personal data is processed for the following purposes: Conducting activities carried out by the UNIVERSITY, responding to user service requests and collaboration proposals, providing technical support and managing communication processes related to the project, informing users about academic programs, events, offers, and all educational processes at the UNIVERSITY (undergraduate, graduate, doctoral, training, courses, and certificate programs), communicating scholarship opportunities offered by the UNIVERSITY, planning and managing necessary activities for users to benefit from UNIVERSITY services, promoting and recommending UNIVERSITY programs and services.

TRANSFER OF PERSONAL DATA

Your personal data may be processed through automated or non-automated means, including collection, recording, storage, alteration, and reorganization. The collected data may be shared only in cases required to fulfill legal obligations, ensure compliance with regulations, and provide information to authorized individuals, institutions, or organizations. Additionally, to fulfill the purposes stated above, your personal data may be transferred to domestic or international service providers for product/service support.

Except for the purposes stated, your personal data will not be shared with third parties, used for commercial purposes, or sold without your knowledge or explicit consent.

Additionally, no sensitive personal data is processed or transferred within the scope of this information notice.

METHOD OF COLLECTING PERSONAL DATA

Your personal data may be collected through written, verbal, electronic, or other means, either fully or partially automatic or non-automatic, by filling out the "Contact Form" and/or the information form available on the UNIVERSITY's website, within the scope of the processing conditions specified in Articles 5 and 6 of the Personal Data Protection Law (KVKK) and for the purposes stated above.

DELETION, DESTRUCTION, OR ANONYMIZATION OF PERSONAL DATA

According to Article 7 of KVKK, even if personal data has been lawfully processed, it will be deleted, destroyed, or anonymized by KÜLTÜR UNIVERSITY if the reasons for processing no longer exist. This process will be carried out in accordance with the Regulation on the Deletion, Destruction, or Anonymization of Personal Data, published in the Resmi Gazete on 28.10.2017 (No. 30224).

If you request the deletion or destruction of your personal data from KÜLTÜR UNIVERSITY:

- a) If all conditions for processing personal data are no longer applicable, the personal data subject to the request will be deleted, destroyed, or anonymized. Your request will be concluded within thirty days at the latest, and you will be informed.
- b) If all conditions for processing personal data are no longer applicable and the personal data subject to the request has been transferred to third parties, this will be notified to the third parties; necessary actions will be ensured in accordance with the Regulation.
- c) If all conditions for processing personal data are not eliminated, your request may be rejected with an explanation of the reason, in accordance with the third paragraph of Article 13 of the Personal Data Protection Law (KVKK), and the rejection response will be provided to you in writing or electronically within thirty (30) days at the latest.

RIGHTS OF DATA SUBJECTS UNDER KVKK

According to Article 11 of KVKK, as a data subject, you have the right to:

- Learn whether your personal data has been processed
- Request information if your personal data has been processed
- Learn the purpose of processing and whether your personal data is used in accordance with this purpose
- Know the third parties to whom your personal data has been transferred, domestically or internationally
- Request the correction of incomplete or inaccurate personal data
- Request the deletion, destruction, or anonymization of your personal data
- Request notification of correction, deletion, destruction, or anonymization to third parties to whom your personal data has been transferred
- Object to any result arising against you from the exclusive analysis of your data via automated systems
- Seek compensation if you suffer damage due to the unlawful processing of your personal data

You can submit your request regarding these rights to the data controller via the contact details provided on the website and also listed below (via e-mail, notary or mail, etc.).

Website: <https://www.iku.edu.tr>

E-mail: kvkk@iku.edu.tr

Registered Email (KEP): kulturuni@hs03.kep.tr

Address: Ataköy 7-8-9-10. Kısım Mah. Çobançeşme E-5 Yan Yol Cadde No: 14/A
Bakırköy/İSTANBUL

Non-personal information refers to data that cannot personally identify you. This information can be used for any purpose and can be shared with third parties without obtaining consent. More detailed information about the procedures and principles to be followed when making a request can be found in the Personal Data Protection Authority's Notification on the Procedures and Principles for Application to the Data Controller.

I acknowledge that I have read and understood the above information and that I have been informed about my personal data before it is processed.