

## **ACADEMIC STAFF CANDIDATE CLARIFICATION TEXT**

Hereby clarification text was drawn up pursuant to the Article 10 of the Law No. 6698 on the Protection of Personal Data (“**Law**”) and the Communique on Principles and Procedures to be Followed in Fulfillment of the Obligation to Inform, by Istanbul Kent University (“**Kent**”) as data controller.

In the framework of your applications to Kent, following the publishing of positions of academic staff in the Official Gazette of R.T, your personal data as a candidate for academic staff, will be processed by Kent as indicated below.

### **1. YOUR PERSONAL DATA WHICH IS PROCESSED WHEN YOU APPLY FOR THE POSITIONS OF LECTURER AND RESEARCH ASSISTANT**

As part of your application, the following information that you provide to Kent;

- ❖ Identity information (first and last name, R.T. Identity No, Foreign ID No/Passport No, Date of birth and other identity information on your ID copy and CV in the format of YÖK (Council of Higher Education),
- ❖ Photography,
- ❖ Phone number,
- ❖ E-mail address,
- ❖ Education status, diploma/graduation information and thesis information,
- ❖ Transcript information,
- ❖ Language Proficiency Exam score,
- ❖ ÖSYM (Measuring, Selection and Placement Center) ALES exam score,
- ❖ Professional experience and SGK (Social Security Institution) social security service document,
- ❖ Foreign languages,
- ❖ CV and other personal data that you submit to us as part of your application in accordance with your preferences,
- ❖ (For male candidates) military discharge, deferral or exemption information,
- ❖ (For candidates continuing graduate education) ongoing student information,

For the purposes of storing your information in electronic environment and selecting academic personnel in accordance with the relevant regulations of the University and evaluating the recruitment processes, as well as conducting the selection and placement of candidate employees and conducting the activities in accordance with the legislation, the above-mentioned data will be processed partially by automatic means on the legal basis that *“data processing activity is mandatory for the legitimate interests of the data controller”* and it is *“mandatory for the data controller to fulfill its legal obligation”* as indicated in the Article 5 of the Law.

### **2. YOUR PERSONAL DATA WHICH IS PROCESSED WHEN YOU APPLY FOR THE POSITIONS OF PROFESSOR, ASSOCIATE PROFESSOR OR ASSISTANT PROFESSOR**

As part of your application, the information that you provide to Kent;

- ❖ Identity information (first and last name, R.T. Identity No, Foreign ID No/Passport No, Date of birth and other identity information on your ID copy and CV in format of YÖK (Council of Higher Education),
- ❖ Photography,
- ❖ Phone number,
- ❖ E-mail address,
- ❖ Education status, diploma/graduation information and thesis information,
- ❖ Scientific/academic study and publication information,
- ❖ Associate professorship information,
- ❖ (For male candidates applying to the position of assistant professor) military discharge, deferral or exemption information,
- ❖ CV and other personal data that you submit to us as part of your application in accordance with your preferences,

For the purposes of storing your information in electronic environment and selecting academic personnel in accordance with the relevant regulations of the University and evaluating the recruitment processes, as well as conducting the selection and placement of candidate employees and conducting the activities in accordance with the legislation, the above-mentioned data will be processed partially by automatic means on the legal basis that “*data processing activity is mandatory for the legitimate interests of the data controller*” and it is “*mandatory for the data controller to fulfill its legal obligation*” as indicated in the Article 5 of the Law .

In accordance with the article 11 of the Law regulating the rights of the persons concerned, you may submit your requests for the processing of your personal data to Kent in accordance with the Communique on Principles and Procedures to be Followed for the Request to Data Controller.

**Note:** Within the scope of efforts to comply with the law, we kindly ask you to submit your copy of the identity card (for old version of identity card) to Kent in such a way that the content is not understood, for example by marking over or covering the content of the religion and blood type sections (since the data in these sections are Personal Data of Special Nature under the relevant Law) during your applications.