

**ISTANBUL KENT UNIVERSITY**  
**CLARIFICATION TEXT ON THE PROCESSING OF PERSONAL DATA BELONGING TO**  
**ACADEMIC PERSONNEL**

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.

Personal data mentioned below will be fully and partially processed by automated means and transferred by Kent limited to our suppliers and authorized public institutions by means of creating your personal file with the documents that you submitted during your recruitment procedures, and registration of personal information and other transactions carried out by the Vocational School/Faculty/Institute that you are affiliated to and the Human Resources Directorate, for purposes mentioned below on grounds of legal reasons such as “*data processing activity is mandatory for the fulfillment of the legal obligation of the data controller*” and “*the activity of processing personal data belonging to the parties of a contract is necessary for drawing up or executing a contract*” as indicated in the Article 5 of the relevant Law.

**YOUR PERSONAL DATA PROCESSED**

The following information which we obtain within the scope of job application and recruitment processes and during your employment in Kent;

- Name-surname,
- R.T. ID No/Passport No,
- Photography,
- Place and year of birth,
- Sex,
- Residency Address,
- Signature,
- Marital status,
- In the scope of the minimum living allowance processes (if you are married), your spouse's first and last name and employment-income information, as well as the first and last name of your dependents, children (if any), birth date and R.T. ID no, sex, birth date, as well as school and year information if they continue studying,
- House and mobile phone numbers,
- Education status and the schools you graduated from and diploma information,
- Foreign languages,
- Professional experience,
- E-mail address,
- Information of contact person in cases of emergency,
- Payroll and fringe benefits information,
- Performance evaluation information,
- Other information in your CV that you submitted during your job application,
- Information in the employment contract (which are not additionally specified here),
- Information found in documentations such as writ of garnishment of wages (debt information to follow-up) and similar documents that can be sent to Kent as the employer during your employment,
- Information on your academic and scientific achievements and research, academic papers published in national and international publications, and conferences, congresses etc. that you attend,
- Funding/grants that you are awarded to receive for your R&D/project works.

**PROCESSING AND TRANSFER PURPOSES**

In the framework of your employment, your personal data mentioned above is processed for the following purposes:

- Fulfillment of Obligations Arising from the Employment Contract and Legislation for Employees
- Conducting Processes of Rights of Fringe Benefits and Interests of Employees
- Conducting of Audit / Ethical Activities

- Conducting of Educational Activities
- Carrying out Activities in Accordance with the Legislation
- Execution of Finance and Accounting
- Ensuring Physical Space Safety
- Keeping Records of Entry to-Exit from Workplace
- Execution of Assignment Processes
- Follow-up and Execution of Legal Affairs
- Conducting Activities of Internal Audit/ Investigation / Intelligence
- Planning Processes of Human Resources
- Conducting / Audit of Work Activities
- Conducting Occupational Health / Safety Activities
- Taking and Evaluating Recommendations for Improving Business Processes
- Ensuring the Work Continuity and Conducting Work Activities
- Conducting Talent / Career Development Activities
- Providing Information to Authorized Persons, Institutions and Organizations

## **INFORMATION ON THE PROCESSING OF YOUR PERSONAL DATA OF SPECIAL NATURE WITHIN THE FRAMEWORK OF YOUR EMPLOYMENT**

In accordance with the Law, **your health data and information on criminal convictions and security measures obtained about you are considered** personal data of special nature.

### **a. Processing Your Health Data**

For the purposes of the conduct of activities in accordance with the legislation, the fulfillment of the obligations arising from employment contract and legislation for employees, and conducting occupational health and safety activities, your health data, which you provided to Kent at different times as part of your documents of recruitment and during your employment, and health data obtained as part of workplace accidents/examinations will be processed and stored solely by the occupational physician of Kent pursuant to the Paragraph 3, Article 6 of the Law. **Please submit all your medical data documents, including sick leave, disability and pregnancy reports, directly and solely to the occupational physician. Such documents and information will not be received by the Human Resources Directorate in accordance with the efforts to comply with the law.**

### **b. Processing of Your Data on Criminal Convictions and Security Measures**

If you provide your informed consent regarding your data on criminal convictions and security measures (especially including information of criminal record), the data will be processed by Kent for the purposes of ensuring the safety of the operations of the data controller, implementation and management of occupational health and safety activities, and conduct of the executive activities, and for the realization of the above-mentioned purposes, the data will be transferred to limited number of necessary authorized persons, institutions and organizations only when requested.

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 Communiqué on Principles and Procedures to be Followed for the Request to Data Controller.