

ADMINISTRATIVE 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.

YOUR PERSONAL DATA PROCESSED

As part of your job application, the information you provided to Kent;

- ❖ Identity information (name-surname)
- ❖ Birth date,
- ❖ Contact address,
- ❖ Mobile phone number,
- ❖ E-mail address,
- ❖ Education status and diploma information,
- ❖ Professional experience,
- ❖ Foreign languages,
- ❖ (If you have provided) your references,
- ❖ Other personal data that you provided to us in your CV according to your preferences,
- ❖ Thoughts and notes, which indicate whether you are suitable for the relevant position as an employee candidate, of the Kent staff who conducts your interviews,

For the purposes of conducting the selection and placement of employee candidates, by means of storing your CV and other information listed above in electronic environment and evaluating them in administrative staff recruitment processes, your data will be processed by Kent partially by automatic means on legal ground of “processing activity is mandatory for the legitimate interest of the *data controller*” as specified in the Paragraph 2, Article 5 of the relevant 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.