

CLARIFICATION TEXT ON YOUR PERSONAL DATA PROCESSED AS A GRADUATE STUDENT

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 Communiqué on Principles and Procedures to be Followed in Fulfillment of the Obligation to Inform by **Istanbul Kent University (“Kent”)** as data controller, to inform students, who have directly applied one of the graduate programs in Kent, won a program and completed their registration, regarding the data processed during their studentship within Kent.

PERSONAL DATA PROCESSED AS PART OF GRADUATE STUDENT REGISTRATION

As part of your registration as a graduate student, the data that you provide to Kent through the student form that you filled out when completing your student registration.

- **Name-surname,**
- **R.T. ID No/Foreign ID No/Passport No**
- **Place and Date of Birth**
- **Photography**
- **Names of Mother-Father**
- **Contact information (address and phone number)**
- **Gender**
- **High School of Graduation**
- **Type of high school of graduation**
- **Military discharge/ deferral**
- **OSYM exam results (if any)**
- **Other personal data that you provide to Kent in your Motivation Letter**

Above-mentioned data will be processed by partially automated means by Kent for the purposes of conducting communication activities, conducting student registration procedures and conducting activities in accordance with the legislation, on legal grounds as stated in Article 5, Paragraph 2 of the Law “*the processing of data is mandatory for the establishment, use or protection of a right or property*” and “*it is mandatory for data controller to fulfill his/her legal obligation*”; and your data will be transferred to authorized public institutions and organizations limited to those that are necessary for the realization of the specified purposes.

PERSONAL DATA OF INTERNATIONAL STUDENTS WHICH ARE PROCESSED SPECIFICIALLY

For graduate students who are not blue card holders, your personal data specified in this text for the purpose of conducting residence permit processes, as well as the data on department and program where you continue to study in Kent and your academic progress will be processed on legal grounds as stated in Article 5, Paragraph 2 of the Law “*the processing of data is mandatory for the establishment, use or protection of a right or property*” and “*it is mandatory for data controller to fulfill his/her legal obligation*”; and your data will be transferred to authorized public institutions and organizations limited to those that are necessary for the realization of the specified purposes.

PERSONAL DATA OBTAINED AND PROCESSED DURING YOUR STUDENTSHIP

In addition to the above-mentioned data during your studentship:

- **Courses taken at other universities, whose credits are recognized at Kent in the framework of your undergraduate program, as well as your course grades, transcript, and GPA**

The above-mentioned data will be processed by Kent for the purposes of carrying out activities in accordance with the legislation and storing information about the progress of the student's undergraduate program and conducting graduation procedures by storing information that will be created by academicians within the Student Information System, on the legal basis of "*data processing is mandatory for the establishment, use or protection of a right*" as specified in the Article 5, paragraph 2 of the Law, and will be transferred to authorized public institutions and organizations, limited to what is necessary for the realization of the specified goals.

PERSONAL DATA THAT WILL BE PROCESSED IF YOU CHOOSE TO MAKE ADDITIONAL STATEMENTS ABOUT SAID DATA IN THE STUDENT FORM

The data in the student form at the time of your student registration such as;

- **Occupation and income status of parents,**
- **Martyr-veteran family member,**
- **Family marital status,**
- **Address of family,**
- **Number of siblings and their educational status,**

Your above-mentioned data will be processed by partially automated means by Kent, for the purposes of the implementation of positive discrimination and individual scholarship/discount on tuition fees pursuant to relevant valid legislation and the rules of Kent, on the legal basis of “*data processing is mandatory for the establishment, use or protection of a right*” as specified in the Article 5, paragraph 2 of the Law, and will be transferred to authorized public institutions and organizations, limited to what is necessary for the realization of the specified purposes.

PROCESSING OF YOUR PERSONAL DATA OF SPECIAL NATURE

According to the Article 6 of the Law, **your data related to your health and disability** are personal data of special nature.

a. Processing of Your Health Data

Your health data in health reports that you provided to Kent during your student registration and during your studentship in Kent will be examined and recorded by medical personnel as part of your use of the healthcare services provided to you by Kent for the purposes of carrying out student and workplace health and safety processes, it will be stored and processed by health personnel of Kent, solely by the campus physician in Kent and other healthcare personnel in accordance with the legal grounds indicated in Article 6, Paragraph 3 of the Law.

b. Processing of Your Disability Data

Data on your disability, which you also declare on the student registration form or as part of your communication with the disabled student unit, will be processed by Kent in order to ensure that education is maintained on equal terms for all students, based on your explicit consent on this issue. **If you do not wish to benefit from positive discrimination activities that will be offered to you for this purpose, please do not share this information with the officials of Kent.**

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.