

Cappadocia University Clarification Text on the Protection and Processing of Personal Data

In accordance with Law No. 6698 on the Protection of Personal Data ("Law"), your personal data will be collected and may be processed by Cappadocia University ("University") in its role as data controller within the scope described below.

Cappadocia University provides security at the highest possible level to ensure that your personal data is collected, stored and shared, and that your confidentiality is assured, in accordance with the law.

Our aim is to inform you in the most transparent way about how your personal data is collected, the purposes of processing, the legal justifications and your rights, in accordance with Article 10 of the "Law on the Protection of Personal Data" numbered 6698, and in line with your personal satisfaction.

The Method and Legal Justification for the Collection of Personal Data

Your personal data is collected through written/digital applications made via websites, social media, call centres, printed forms (tests and/or contact forms), website browsing activities, and the channels through which our University communicates with you or may contact you in the future, and are stored for the legally defined period.

Personal data collected through these methods will be processed in accordance with the personal data processing terms and purposes specified in Articles 5 and 6 of the Law.

Purposes of Processing Personal Data

- To meet the obligations related to the provision of education and supervision bestowed by the Higher Education Law, the relevant legislation and the Council of Higher Education (YÖK); to ensure the continuation of education, scientific research, publication and consultancy activities; to satisfy the rights arising from educational activities within the scope of the higher education legislation and the internal regulations of the University; and to carry out various academic and administrative procedures,
- To list, report, analyse, evaluate and produce statistical and scientific data, to analyse the way you use our website, mobile applications and other communication channels, and to customise them for you,
- To support studies by relevant units to allow you to benefit from the services provided by our university, to promote our University and its activities, and the products and services offered by the University,
- To fulfil the requirements and demands of legal obligations, judicial bodies and authorized administrative institutions, to protect the lives and property of university students/employees/visitors, or to comply with the rules set forth in this article,
- Contacting you directly through the communication channels you have shared with us in order to improve the services provided by our university, and for market research,
- To carry out the registration of students who enrol in our university,

- To support the execution and development of the academic and other activities of the University,
- To provide suitable personnel to ensure the University fulfils its obligations within the framework of the Labour Law, Social Security Law and other legislation regulating business life, and occupational health and safety, and taking the necessary measures,
- To fulfil our legal and commercial obligations with regards to the contracts made or activities carried out with third real or legal persons who have a business relationship with the University; to satisfy the obligations arising out of contracts made by the University with business partners/customers/suppliers (authorized or employees), the establishment of rights, protection of rights, commercial and legal assessment processes, legal and commercial risk analyses, legal compliance processes and the execution of financial affairs,
- To support the financial operations, market researches, social responsibility activities, purchasing processes (demands, offers, evaluations, orders, budgeting, contract, payments) carried out by the University; communication; to support the determination and implementation of the University's strategies, management systems and practices within the University, and to manage legal transactions,

all of which will be processed within the scope of the personal data processing terms and purposes specified in Articles 5 and 6 of the Law.

Your personal data of all kinds, be it verbal, written or through electronic media, is collected to support our provision of services in line with the above-mentioned purposes, and accordingly, to ensure our University fully and accurately fulfils its contractual, undertaking and legal responsibilities. Personal data collected for this legal purpose may also be processed for the purposes stated above within the scope of the personal data processing terms and purposes specified in Articles 5 and 6 of the Law, and may be transferred as stated below.

To Whom and for what Purpose Processed Personal Data May Be Transferred

- Your collected personal data may be transferred, in accordance with the personal data processing conditions and purposes specified in Articles 8 and 9 of Law no. 6698, to business partners, legally authorized public institutions such as the Higher Education Council, SSI, ministries, legally authorized public authorities such as judicial bodies, cooperated consultants, institutions, parties, contracted institutions and payment system institutions, as permitted by legislation, for the purposes of continuing the educational activities of the University, ensuring the legal and commercial security of our University and those in business relationships with our University, ensuring the physical security and control of the university facilities and buildings at internal and external locations, carrying out legal compliance processes, conducting monetary and financial affairs, and determining and fulfilling business strategies.

- The data can be transferred to data processing infrastructures and cloud computing systems for the realization of the purposes mentioned herein, and taking the necessary security and legal precautions, and can be archived in electronic or physical environments for the fulfilment of legal obligations. If necessary, data can be shared with legally authorized public institutions and private individuals.

- Within the scope of the internship/practice training activities of the units within the

university or in institutions outside the university, data can be shared with cooperating enterprises in order to protect and fulfil the rights and obligations of the students.

- If you are a member of a student society, your personal data may be processed by the associations, foundations and non-governmental organizations with which the community is in contact, and with the University for the purpose of keeping the records stipulated by law, and may be shared with legally authorized public institutions and private individuals if necessary.

- Data within the scope of the service will be shared with the business partners who inform on behalf of the university, so that they can only inform within the scope of the service they provide to the university.

Rights of Personal Data Owners Under Article 11 of Law No. 6698

As the owner of personal data, any request related to your rights made to our University via the routes set out below will be concluded by the University, free of charge and as soon as possible, within thirty days at the latest, depending on the nature of the request. If the process requires additional cost, however, the fee detailed in the tariffs determined by the Personal Data Protection Board will be charged by our University. The owner of personal data, is entitled;

- To learn whether his/her personal data has been processed,
- To request information about how their data has been processed,
- To learn the purpose behind the processing of personal data, and whether it is being used in accordance with this purpose,
- To learn of any third parties, domestically or abroad, to whom personal data has been transferred,
- To request the correction of personal data if incomplete or incorrectly processed, and to request that these requests be communicated to third parties,
- To request the deletion or extermination of personal data in the event of the reasons for processing being abolished, even in cases where it has been processed in accordance with the provisions of Law No. 6698 and other related law provisions; and to request that such operations carried out in this regard be communicated to third parties,
- To raise an objection in the event of your data being processed exclusively by automatic systems resulting in an outcome that is disadvantageous to you,
- To request the recovery of damages in the event of loss due to the unlawful processing of personal data.

In accordance with paragraph 1 of article 13 of the Law, requests related to the exercising of your above-mentioned rights can be sent to our University in writing or by other methods determined by the Personal Data Protection Board. Since the Personal Data Protection Board has not determined any method at this stage, you must submit your application in writing to our University, pursuant to the Law. In this context, the channels and procedures through which you will submit your application to our University in writing within the scope of Article 11 of the Law are explained below:

In order to exercise your above-mentioned rights, you should submit your request, including sufficient information to identify you, and your explanation of the right that you request to exercise, as specified in Article 11 of the Law, by filling out the "Data Owner Application Form", which can be accessed via the Cappadocia University website, and deliver a signed

copy of the form to “**Kapadokya Üniversitesi, 50420 - Mustafapaşa, Ürgüp / Nevşehir**” by hand, via a public notary or by any methods specified in the Law, or by sending the relevant form to kapadokyauniversitesi@hs02.kep.tr with a secure electronic signature.