**ALTINBAŞ UNIVERSIT**

**CO-OP EDUCATION PROGRAMME**

**NOTICE ON PROCESSING AND TRANSFER OF PERSONAL DATA**

**OF APPLICANTS**

**1. Introduction**

This Notice on Processing and Transfer of Personal Data is drawn up with the purpose of informing students (“Applicant”) applying to Altınbaş University CO-OP Education Programme (“UNIVERSITY”) about the collection, processing and transfer of their personal data in accordance with the Law on the Protection of Personal Data (“KVKK”) No. 6698 and the relevant regulations as well as the rights of data subjects regarding their processed personal data.

**2. Principles regarding the Processing of Personal Data**

The personal data of Applicants that are shared with the UNIVERSITY will be legally processed by the UNIVERSITY (“Data Controller”) pursuant to requirements set forth in the law and good faith, in an accurate and updated manner, in connection with, limited and to the extent of purpose of processing, for certain, clear and legitimate purposes and in accordance with general, necessary retention periods set forth in the relevant laws and regulations.

**3. Purposes of Personal Data Processing**

The personal data you share with the UNIVERSITY will be processed in accordance with the abovementioned reasons, purposes, and regulations about personal data processing set forth in Article 5 and Article 6 of the KVKK.

* Determining the most suitable candidate for the position,
* Assessing whether applicants’ qualifications and job experience match the position’s requirements,
* Checking references provided by applicants, verifying whether the information provided by applicants are true and accurate, running a background check on applicants in relation to their suitability for the position,
* In accordance with the applicants’ request and informed consent, re-evaluating their applications for prospective suitable positions,
* Contacting the applicants about the applications and hiring processes, contacting the applicants regarding a future job opening.
* Contacting the applicants to offer them further information about the Co-Op programme, or a position after the completion of the internship.

**4. Transfer of Personal Data**

UNIVERSITY will not transfer the personal data of applicants to any third party without the explicit consent of data subjects, except in exceptional situations set forth in laws and regulations and in accordance with regulations stated in the KVKK.

Personal data of applicants are transferred to the following parties in accordance with the data transfer purposes set forth in Article 8 and Article 9 of the KVKK.

• Authorised government institutions and agencies and judicial authorities, should it be required to do so by law.

• Business partners and group companies (after obtaining informed consent of the applicant) to allow them to evaluate the applicant’s job application.

**5. Methods and Legal Grounds for Lawful Collection and Processing of Personal Data**

The UNIVERSITY will collect the personal data of applicants submitted written or electronically to the UNIVERSITY in the form of job applications, any other document or report; the UNIVERSITY will collect the personal data of applicants from third parties who are listed by applicants as references and from applicants’ former supervisors. The personal data to be collected by the UNIVERSITY will be related only to the candidates’ job applications and resumes.

Personal data of applicants will be processed pursuant to KVKK Article 5, Sub-Article 2, Paragraph (c) “legal obligation to process personal data of contracting parties when the processing of personal data is directly associated with the drawing up and execution of a contract between parties”, Paragraph (e) “legal obligation to process personal data for the establishment, exercise or protection of certain rights” and Paragraph (f) “legal obligation to process personal data for the legitimate interests of data controller provided that the processing of personal data do not harm and deny the fundamental rights and freedoms of the data subject.”

**6. Your Rights as Data Subject**

By contacting our university, as data subject, you have the right to:

• Query whether your personal data was processed, if yes, Request information how your data was processed,

• Learn the purpose for which your personal data is obtained and processed, and whether it is being used for pre-specified purposes,

•Learn about the third parties domestic and abroad to whom your personal data was transferred,

•Ask for the correction of any wrong or missing personal data,

• Request the deletion or destruction of your personal data in case the legal requirement for processing personal data is no longer in effect, request that the third parties are also notified of the changes,

• Claim compensation in case of any loss due to unauthorised or unlawful processing of your personal data.

You may exercise your above-mentioned rights by sending a written request to the following address: Mahmutbey Dilmenler Cad. No: 26, Bağcılar/İstanbul. In case the UNIVERSITY will send a written answer to the requests, the answer will be provided for free (up to ten pages); for any document more than ten pages, the person who requests information will be charged TRY 1 per page. In case the answer to the request is provided in an electronic solid-state storage medium such as CD or flash memory, the payment that may be required by the Personal Data Protection Office will not exceed the cost for storage medium.

I have fully read and understood the “**Notice on Processing and Transfer of Personal Data**” and my rights under the Turkish Law on the Protection of Personal Data (“KVKK”).

First and Last Name:

Signature