

 KOSTÜ KOCAELİ SAĞLIK VE TEKNOLOJİ ÜNİVERSİTESİ 2009	CONTACT FORM PRIVACY NOTICE	DOC. NO:	K ST.09.03
		REV.NO	0
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1. Identity of the Data Controller and, Where Applicable, Its Representative:

Pursuant to the Law, Kocaeli Health and Technology University (“University” or “KOSTÜ”), operating at the address Başiskele Merkez Campus, Yeniköy Neighborhood, Ilıca Street No:29, Başiskele/Kocaeli, is the Data Controller. As Kocaeli Health and Technology University (“University”), we attach the utmost importance to the security of your personal data. In our capacity as the “Data Controller” within the scope of the Law No. 6698 on the Protection of Personal Data (“KVKK”), we process your personal data in accordance with the law and the principles of good faith, for specific, explicit, and legitimate purposes, and in a manner that is relevant, limited, and proportionate to the purposes for which they are processed.

In this context, your personal data that you have provided to us or that has been obtained in accordance with the applicable legislation are recorded, stored, retained, and safeguarded, with their accuracy and up-to-dateness ensured, updated where necessary, shared with legally authorized persons, institutions, and organizations, and processed within the framework of the procedures and principles stipulated under the KVKK.

This Privacy Notice has been prepared within the framework of the “Data Controller’s Obligation to Inform” regulated under Article 10 of the KVKK, and is provided for the purpose of informing you about the processes relating to the processing of your personal data.

Title	Kocaeli Health and Technology University
Address	Başiskele Merkez Campus, Yeniköy Neighborhood, Ilıca Street No:29, Başiskele/Kocaeli
Telephone	0850 450 2828
E-mail Address	info@kocaelisaglik.edu.tr
KEP Address	kostu@hs03.kep.tr

1. Your Personal Data Processed

Within the scope of the applications you submit via the “Contact” section of our website, the following personal data are processed by us: name, surname, e-mail address, telephone number, and all personal data contained in the content of the message submitted.

For information regarding other data arising from the use of the website by visitors who do not directly provide personal data to us, please refer to our Cookie Policy.

2. Purpose of Processing Personal Data:

- As Kocaeli Health and Technology University (“University”), your personal data are processed for the purposes set out below, within the scope of Articles 5 and 6 of the Law No. 6698 on the Protection of Personal Data:
- Ensuring the effective conduct of communication activities.
- Informing the relevant data subjects.
- Monitoring, handling, and finalizing requests and complaints.
- Carrying out student and prospective student relationship management processes.

3. Recipients of Processed Personal Data and the Purposes of Data Transfer:

Your collected personal data may be transferred, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of the Law No. 6698 on the Protection of Personal Data, solely to legally

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authorized people, institutions, and organizations, and to third parties that are necessary for the conduct of the University's activities. Within this scope, your personal data may be transferred to:

The Council of Higher Education (YÖK), the Student Selection and Placement Center (ÖSYM), and the relevant public institutions and organizations:

- For the purposes of carrying out student placement, admission, enrollment, and statistical reporting processes as required by applicable legislation.

Institutions providing scholarships and financial support (foundations, associations, banks, public authorities):

- For the evaluation of prospective students' scholarship/financial support applications and the conduct of support processes.

Domestic and international educational institutions and accreditation bodies with which the University cooperates:

- For the conduct of exchange programs, joint educational projects, and accreditation and quality assurance processes.

Foreign public institutions and organizations:

- For the evaluation of prospective students' program applications and the conduct of admission processes.

Business partners, solution partners, consultancy firms, and service providers:

- For the operation and security of the University's information technology infrastructure (online application systems, examination software, SMS/e-mail services).

Authorized audit authorities:

- For the sharing of information and documents within the scope of legal obligations.

Judicial and administrative authorities:

- For the fulfillment of legal obligations upon request.

Our University takes all necessary technical and administrative measures to ensure confidentiality and security during the processes of transferring personal data. Except for the cases specified above, your personal data are not transferred to third parties unrelated to the University's activities without your explicit consent.

4. Legal Grounds for the Collection of Personal Data:

The legal grounds for collecting your personal data obtained through the contact form within the scope of information, objection, application, request, and complaint management are as follows:

- **It is mandatory for the establishment, exercise, or protection of a right.**
- **It is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject.**
- **The explicit consent of the data subject (where consent is given for marketing, promotional activities, and the sending of electronic communications).**

Your personal data is disposed of in accordance with **the Regulation on the Deletion, Destruction, or Anonymization of Personal Data** when the purpose of processing ceases to exist and the retention periods stipulated under the applicable legislation expire.

5. Rights of the Data Subject as Set Forth in Article 11 of the Law:

Pursuant to Article 11 of the Law, by applying to us, you have the right to:

- **Learn whether your personal data are processed,**
- **Request information if your personal data have been processed,**
- **Learn the purpose of processing and whether such data are used in accordance with their purpose,**
- **Know the third parties to whom your personal data are transferred domestically or abroad,**

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- Request the correction of incomplete or inaccurate personal data and request their deletion or destruction within the framework of the conditions set forth in Article 7 of the KVKK,
- Request that the third parties to whom your personal data have been transferred be notified of the transactions carried out pursuant to the items listed above,
- Object to the occurrence of a result against you arising from the analysis of your personal data exclusively through automated systems,
- Request compensation for damages in the event that you suffer damage due to the unlawful processing of your personal data.

If you request the deletion or destruction of your personal data, it may be possible to fulfill such request only after the expiration of the periods determined within the scope of legal obligations.

IF YOU WISH TO CONTACT US FOR YOUR REQUESTS

In the case of submitting a written request:

You may submit an **original wet-signed copy** of the “KVKK Application Form” available on our website at

<https://kocaelisaglik.edu.tr/>, together with a document enabling the verification of your identity, **in person**, or **through an authorized representative** by presenting a **notarized power of attorney** evidencing that the representative is authorized to apply regarding the rights set forth under **Article 11**, or you may send it via a **notary public** to the address **Başiskele Merkez Campus, Yeniköy Neighborhood, Ilıca Street No:29, Başiskele/Kocaeli**.

In the case of submitting an electronic request:

You may sign the **KVKK Application Form** with an **electronic or mobile signature** holding a “**secure electronic signature**” certificate as defined under the **Law No. 5070 on Electronic Signatures**, and send it to our University’s **Registered Electronic Mail (KEP) address** (kostu@hs03.kep.tr), or submit it by using the **e-mail address previously notified to and registered in our systems**, by sending it to info@kocaelisaglik.edu.tr.

Your requests submitted to our University will be responded to in writing or electronically, depending on the nature of the request, as soon as possible and no later than thirty (30) days.