

# İZMİR INSTITUTE OF TECHNOLOGY

## Applicant Disclosure for Transferring Application Documents to Graduate Schools and Assessors of BIOTIN MSCA COFUND Doctoral Program

### 1- About the Data Controller

According to the Law on the Protection of Personal Data No. 6698, Izmir Institute of Technology (hereinafter referred to as "INSTITUTE") is the data controller because it processes personal data about you.

As our candidate student, we process your personal data as the relevant person as explained below and within the limits ordered by the legislation. We would like to inform you about our personal data processing process, as data controllers are obliged to inform the natural persons whose personal data they process in accordance with Article 10 of the Law, which regulates the Disclosure Obligation.

### 2- Your Processed Personal Data, Legal Reasons and Purposes of Processing

Your Personal Data subject to Processing; (Name/Surname, Telephone Number, E-mail Address, Higher Education Institution Information where the Student is/was registered (University/Institute/Department/Program, Program Level Information (Bachelor's Degree Information, Master's Degree Information and Doctorate Information), Approved Diplomas and Transcripts, Foreign Language Exam Document Information, GRE Result Document, Passport/ID Number, Curriculum Vitae).

Within the scope of your candidate student status, the following information will be processed in accord with Law No. 6698 the personal data processing conditions specified in the articles of "obligatory processing for the purpose of auditing remote assessment activities; Receiving your transfer applications to graduate schools and assessors and evaluating whether you meet the eligibility criteria as a result of the preliminary examination; Establishing oral or written communication regarding the result of the preliminary expert review; If an interview (online) is to be held, planning these processes; Verification of your identity during the assessments and evaluation of your eligibility for the program you are applying for with the announced evaluation method; Announcement of the evaluation results for the program you have applied for; If you have questions and opinions regarding the application and selection processes, verbal or written communication with you to provide information about them; Evaluation of your requests and appeals, making the necessary examinations in order to carry out corrective and remedial actions; To communicate with you verbally or in writing regarding your requests and appeals; Sharing information about current education programs such as current or future programs, courses, seminars upon your request; Introducing our BIOTIN, BIOTIN partners, training programs, Carrying out risk management and quality improvement activities; Providing necessary information in line with the demands and inspections of regulatory and supervisory institutions and official authorities; If you participate in an online interview, opening a personal account for access to the distance education system and sending the account information to the candidate student; holding of announced assessments of your application within the scheduled time frames; Recording the assessment procedures and results in order to be transparent and auditable;

### 3- Transfer of Your Personal Data

Your personal data will be processed in line with the above-mentioned purposes and limited to the fulfilment of these purposes only; however, in case of a law suit; initiating an administrative or criminal investigation based on a dispute within the scope of the relevant education, training and assessment activities, it if requested, we may transfer your personal data to public institutions (including but not limited to the Ministries and Presidential Boards, Higher Education Council, National Agency) within the purposes and limitations stipulated in the law.

Our online application assessment processes are carried out on electronic platforms including electronic mailing systems in addition to the following two platforms:

**Zoom System:** Online assessment procedures and interviews will be conducted via the Zoom system, whose servers are located abroad, and we will record these interviews for the purposes mentioned above. This data will only be shared with those who are eligible to access the content of the interviews.

**Microsoft Teams System:** Online assessment procedures and interviews will be conducted over the Microsoft Teams system whose servers are located abroad, and we will record these interviews for the purposes mentioned above. This data will only be shared with those who are eligible to access the content of the interviews.

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Your personal data which do not fall within the scope of the activity specified in this disclosure text will not be processed and will not be subject to transfer.

While the relevant processing and transfer activities are carried out, BIOTIN management and technical staff and assessors can view the candidate's written, visual and audio personal data. Those who access the personal data of candidates sign a non-disclosure agreement before accessing the data.

It should be noted that while performing the relevant processing and transfer activities, reasonable administrative and technical measures are taken, as permitted by technical means, in order to ensure the security and privacy of personal data.

### **4- Methods of Obtaining Personal Data**

Your personal data will be collected electronically through an online application portal at BIOTIN's website (<https://biotinhub.com>).

### **5- Your Rights in Accord with Article 11 of Law No. 6698 Personal Data Protection Law**

If you submit your requests regarding your rights to our Institution, the Institution, as the data controller will conclude your request free of charge as soon as possible and within thirty days at the latest, depending on the nature of the request. However, if the request requires an additional cost, the fee in the tariff determined by the Personal Data Protection Board will be charged by our Institute. Each person has the right to request to the data controller about him/her; a) to learn whether his/her personal data are processed or not, b) to demand for information as to if his/her personal data have been processed, c) to learn the purpose of the processing of his/her personal data and whether these personal data are used in compliance with the purpose, ç) to know the third parties to whom his personal data are transferred in country or abroad, d) to request the rectification of the incomplete or inaccurate data, if any, e) to request the erasure or destruction of his/her personal data under the conditions referred to in Article 7, f) to request reporting of the operations carried out pursuant to sub-paragraphs (d) and (e) to third parties to whom his/her personal data have been transferred, g) to object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems, ğ) to claim compensation for the damage arising from the unlawful processing of his/her personal data.

You can submit your applications regarding your rights specified in Article 11 of the Law, by filling out the Data Subject Application Form available at [www.iyte.edu.tr](http://www.iyte.edu.tr) with the documents identifying your identity, and submitting a signed copy of the form to "İzmir Institute of Technology, Gülbahçe Campus 35430 Urla, İzmir, Turkey" by hand, through a notary public, via e-mail to [kvkk@iyte.edu.tr](mailto:kvkk@iyte.edu.tr) or by other methods specified in the of Law No. 6698 Personal Data Protection Law.

### **Izmir Institute of Technology**

Address: Gülbahçe Kampüsü 35430 Urla, İzmir, Türkiye

Phone: 0 232 750 60 00

E-mail: [kvkk@iyte.edu.tr](mailto:kvkk@iyte.edu.tr)