

## ALTINBAŞ UNIVERSITY

### NOTICE ON PROCESSING AND TRANSFER OF PERSONAL DATA FOR PERSONS PARTICIPATING AS GUEST SPEAKERS IN UNIVERSITY EVENTS

#### 1. Introduction

This Notice on Processing and Transfer of Personal Data has been drawn up with the aim of informing persons ("Speaker") invited by the UNIVERSITY or personally requested to participate as guest speakers in events/organizations such as seminars, trainings, conferences, panels etc. held by Altınbaş University ("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 Speakers 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 set forth in law and personal data processing terms and purposes set forth in Article 5 and Article 6 of the KVKK, and for the abovementioned purposes in a limited manner:

- Organise events/activities, to contact and communicate with speakers,
- Request opinions from speakers regarding University events/organisations,
- Create a participants' portfolio, statistically measure event/organisation participation/attendance data,
- Confirm participants' attendance/ access to organisations/events,
- Provide participants with information on organisations/events,
- Ensure that UNIVERSITY services procurement processes are carried and maintained in a proper manner,
- Provide the necessary security services.

#### 4. Transfer of Personal Data

UNIVERSITY will not transfer the personal data of speakers 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 speakers are transferred to the following parties;

- Companies that sponsor the University events/organisations,
- Partner companies that provide support and contribution to the UNIVERSITY in events organisation.

## **5. Collection Method of Personal Data and the Legal Reason**

Your personal data can be collected via including but not limited to application/registration forms, any form of files or documents submitted written or electronically to the UNIVERSITY.

Personal data of event speakers will be processed pursuant to the Article 5, Sub-Article 2, Paragraph (a) of KVKK, "Expressly set forth in laws", 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 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 aforementioned 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.

### **Express Statement of Consent**

In accordance with matters that are explained in details in the Notice on Processing and Transfer of Personal Data above, prepared based on KVKK and the related regulations, this Express Statement of Consent has been drawn up to ask for the consent of data subject for processing his/her personal data. The data subject is required to express his/her preference on the below mentioned matters.

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

I hereby

give my express consent                       do not give my express consent

for my personal data to be collected, processed and transferred to third parties for the above-mentioned purposes;

I hereby

give my express consent                       do not give my express consent

that my voice and images can be recorded in events I will participate as guest speaker, these recordings can be published/broadcasted through the UNIVERSITY’s website, social media accounts, television, radio or any other media outlets for educational/learning purposes only.

Name-Surname:

Signature:

Date: