**Annex: 1 CLARIFICATION TEXT ON PROCESSING OF PERSONAL DATA**

1. Data Controller and Representative

In accordance with the Personal Data Protection Law No. 6698 (Law No. 6698), your personal data may be processed by Fenerbahçe University (Institution) as the data controller within the scope explained below.

**You can access detailed information regarding the processing of your personal data in the Fenerbahçe University Employee Personal Data Protection and Processing Policy available at www.fbu.edu.tr.**

1. Purposes for Processing Personal Data

Your collected personal data may be processed for the following purposes (“Purposes”) within the scope of the personal data processing conditions specified in Articles 5 and 6 of Law No. 6698:

* Ensuring the legal, technical and commercial-occupational security of the Institution and the relevant persons who have business relations with the Institution,
* Carrying out the necessary work by our relevant business units to carry out the activities carried out by the institution and carrying out the related business processes,
* Carrying out the necessary work by our business units to ensure that relevant people benefit from the services offered by the institution and carrying out the relevant business processes,
* Planning and execution of the Institution's operational, commercial and business strategies,
* Planning and execution of activities required for the institution to present, recommend and promote its programs and services to relevant people,
* Planning and executing the institution's human resources policies and processes.

1. Persons to Whom Processed Personal Data May Be Transferred and the Purpose of Transfer

Your collected personal data may be transferred to our business partners, suppliers, legally authorized public institutions, private persons or organizations and third parties in line with the achievement of the Purposes, within the framework of the personal data processing conditions and purposes specified in Articles 8 and 9 of Law No. 6698.

ç) Method and Legal Reason for Collecting Personal Data

Your personal data is collected by the Institution in physical and electronic environments, based on the personal data processing conditions specified in Articles 5 and 6 of the Law.

1. Rights of the Personal Data Owner Listed in Article 11 of Law No. 6698

We hereby inform you that, as the personal data owner, you have the following rights in accordance with Article 11 of the Law:

* Learning whether your personal data is being processed,
* Requesting information regarding your personal data if it has been processed,
* Learning the purpose of processing your personal data and whether they are used in accordance with their purpose,
* Knowing the third parties to whom your personal data is transferred, domestically or abroad,
* Requesting correction of your personal data if it is processed incompletely or incorrectly and to request that the action taken in this context be notified to third parties to whom your personal data has been transferred,
* Requesting the deletion or destruction of personal data in case the reasons requiring processing are eliminated, even though it has been processed in accordance with the Law and other relevant legal provisions, and requesting that the action taken within this scope be notified to third parties to whom your personal data has been transferred,
* Objecting if a result against you arises as a result of the analysis of processed data exclusively through automatic systems,
* Requesting compensation for damages in case you suffer damages due to the unlawful processing of your personal data.

You can submit your applications regarding your rights listed above to our Institution by filling out the Fenerbahçe University Data Owner Application Form, which you can access at www.fbu.edu.tr. Depending on the nature of your request, your applications will be finalized free of charge as soon as possible and within thirty days at the latest. However, if the transaction requires an additional cost, you may be charged a fee according to the tariff determined by the Personal Data Protection Board.

**Annex 2: CONSENT TEXT FOR PROCESSING OF PERSONAL DATA**

* **Within the scope of the Clarification Text on the Protection and Processing of Personal Data of Fenerbahçe University Employees, I accept the processing of my personal data for the following purposes.**
* Monitoring and auditing the work activities of employees-faculty members-instructors,
* Planning and execution of occupational health and safety processes,
* Ensuring the security of the institution's campus, premises and facilities,
* Planning and execution of corporate communication activities,
* Follow-up of requests and complaints,
* Planning and execution of business continuity activities,
* Planning and execution of employee-faculty members-instructors satisfaction and commitment processes.

COMMERCIAL ELECTRONIC MESSAGE

* I accept that my personal data be processed for the purpose of recommending and promoting programs, products and services, and that advertisements, promotions, campaigns, publicity and similar commercial electronic messages be sent to my contact information provided below.

**E-mail**:

**Phone Number**:

**Address**:

Employee;

Name and Surname

**Signature**

**Date**

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