KOÇ UNIVERSITY PRIVACY NOTICE AND CONSENT LETTER ON PROCESSING PERSONAL DATA RELATING TO FINANCIAL OPERATIONS

a) Data Controller:

In accordance with the Law on the Protection of Personal Data numbered 6698 (the “Law”), personal data relating to you shall be processed by Koç University ("Institution" or "University") as the data controller, for the below-listed purposes:

b) Purposes for personal data processing:

Personal data collected from you are processed for the following purposes necessary for the execution of operations and conducting business processes regarding the services provided by the Institution:

- Registration of customers to Koç University ERP systems,
- Process of agreements and financial transactions,
- Execution of invoice issuance process and tax liabilities,
- Reconciliation of balances,
- Compliance with Turkish Tax Procedure Law and Turkish Commercial Code

Detailed information concerning the processing of personal data by the University shall be accessed from Koç University Policy on the Protection and Processing of Personal Data (“Policy”) on the website: www.ku.edu.tr.

c) Whom and For Which Purposes Personal Data Shall Be Transferred To:

Personal data collected from you shall be transferred to the following organizations and or institutions for the purposes stated in section b of this Notice and/or limited to the purposes enlisted in the Koç University Policy on the Protection and Processing of Personal Data on the website www.ku.edu.tr:
- To the public establishments authorized by law (such as Council of Higher Education, Revenue Administration)
- To the information systems such as e-invoice, e-archive, e-ledger, e-state
- To the third parties those Koç University has contractual relationship that also carries the liabilities as Koç University under the Law on the Protection of Personal Data numbered 6698 (such as cloud computing service provider, accounting software service provider)
- To the legally authorized consulting companies and/or Council of Higher Education regarding audit process of Koç University.

d) **Method and Legal Reason for Collecting Personal Data:**

Your personal data are collected physically and electronically by University due to the legal reasons stated in section (b) and (c) above over this form filled regarding purchase/sale of goods or services. The legal reasons for collecting personal data are as follows:

- To comply with the local legislation and University’s regulations, directives and procedures,
- To fulfill the legal responsibilities in vendor/supplier agreements
- To establish, to exercise and to protect a right,
- These are the data that are already public and or made public by the vendee or its authorized people.

e) **Rights of the Data Subjects Under Article 11 of the Law**

The owner of the personal data within vendees/vendors has the following rights over the personnel data processed by University:

- To ask for the information whether personnel date is processed or not
- To request information if the personnel data is processed
- To question the purpose for data processing and whether it is processed in line with the stated purposes
- To be informed regarding the third parties that personal data have been transferred
- To request adjustment in case of a misstatement on processed personal data and to request from the University to inform the third parties about the adjustment that personnel date have been transferred
- To request deleting or termination of personnel data process in case of the situation for personal data collection abolishes under the Law 6698 and other related legislations and to request to provide information to the third parties that the personal data have been transferred
- Objection to a result against the personal data owner due to exclusively analysis of data by automatic systems
- To request reimbursement in case of a suffer due to processing of personal data inconsistent with the related Law.

You may make your requests upon the abovementioned rights with conveying the “application form” on the website www.ku.edu.tr to the University. Besides as stated in the application form, you may also apply with sending an e-mail to kisiselverilerim@ku.edu.tr from the e-mail you have been provided on your application form.

University will be replying your request at the soonest time possible, not later than 30 days upon the nature of your request. Besides, in case of a cost upon your request, no payment will be required under the criteria determined by Board for Protection of Personal Data¹.

¹ Communique for Data Controller Procedures and Principles of Application

**Article 7** – (1) If the request will be replied by a written document, no payment will be demanded until 10 pages. 1 TLs can be collected for each page over 10 pages.
(2) If the request will be replied on a CD, flash disk or such record, the fee requested by the data controller cannot exceed the cost of such record transaction.