

BOĞAZIÇI UNIVERSITY

PRIVACY NOTICE ON THE PROCESSING OF PERSONAL DATA

The Law on the Protection of Personal Data No. 6698 (“Law”) aims to protect the fundamental rights and freedoms of individuals, in particular the right to privacy, in the processing of personal data, which the Law defines as any information relating to an identified or identifiable natural person, and has established the obligations and the procedures and principles to be followed by natural and legal persons who process personal data.

The Law defines the processing of personal data as any operation performed on personal data, whether wholly or partly by automated means or by non-automated means provided that they form part of a data recording system, including but not limited to obtaining, recording, storing, preserving, altering, reorganizing, disclosing, transferring, taking over, making available, classifying, or preventing the use of data.

This Privacy Notice has been prepared by Boğaziçi University, in its capacity as “Data Controller,” in order to fulfill the obligation to inform as set forth in Article 10 of the Law No. 6698.

Data Controller: Boğaziçi University, Address: 34342 Bebek – Beşiktaş/Istanbul, Phone: +90 212 359 54 00, Web: <https://bogazici.edu.tr>, Registered E-Mail (KEP): bogaziciuniversitesi@hs01.kep.tr

1 – Purposes for Which Personal Data Are Processed

The following categories of personal data will be processed within the scope of applications submitted through the Boğaziçi University Pre-Application for Academic Positions web page (<https://academicjobapplications.bogazici.edu.tr/>):

Identity Information: Name, surname, date of birth, photograph

Contact Information: E-mail address, phone number

Academic and Professional Information: Scopus ID, Web of Science ResearcherID, ORCID, curriculum vitae, research statement, teaching statement, degree information, current and previous institution/position details, research keywords, teaching interests

Other: Supplementary documents, notes

The personal data listed above will be processed for the purposes of reviewing and evaluating pre-applications for academic positions and carrying out the University’s human resources policies.

2 – To Whom and for What Purposes Personal Data May Be Transferred

Your personal data may be transferred to the relevant faculty and department units within our University and to the Personnel Affairs Department for the purpose of evaluating pre-applications for academic positions, and to the Council of Higher Education (YÖK) and other legally authorized public institutions and organizations for the purpose of fulfilling legal obligations, within the framework of Article 8 of the Law. Your personal data are not transferred abroad.

3 – Method and Legal Basis of Personal Data Collection

Your personal data are collected by automated means through the online application form available at <https://academicjobapplications.bogazici.edu.tr/>.

The legal bases for the processing of your personal data are as follows:

– Your identity, contact, and academic information are processed pursuant to Article 5(2)(ç) of the Law, namely “processing is necessary for the data controller to fulfill its legal obligation” (academic staff recruitment processes under the Higher Education Law No. 2547), and pursuant to Article 5(2)(e), namely “processing is necessary for the establishment, exercise, or protection of a right.”

– Your photograph: Pursuant to subparagraph (f) of paragraph 3 of Article 6 of the Law, special categories of personal data are processed on the legal ground that such processing is “necessary for the fulfilment of legal obligations in the fields of employment, occupational health and safety, social security, social services, and social assistance.”.

4 – Retention Period of Personal Data

Your personal data will be retained for the duration of the limitation periods prescribed by applicable legislation following the completion of the evaluation of your application. In the event that your application is unsuccessful, your personal data will be deleted, destroyed, or anonymized in accordance with the Law and applicable legislation within 2 years from the conclusion of the evaluation process.

5 – Rights of the Data Subject Under Article 11 of the Law No. 6698

As data subjects, should you submit your requests regarding your rights to our University through the methods set out below, the University will conclude your request within thirty days at the latest, depending on the nature of the request. In this regard, data subjects have the right to:

- Learn whether their personal data are processed,
- Request information about the processing if their personal data have been processed,
- Learn the purpose of the processing of personal data and whether they are used in accordance with the purpose,
- Know the third parties to whom personal data are transferred domestically or abroad,
- Request the correction of personal data if they have been processed incompletely or inaccurately and request that such correction be notified to third parties to whom the personal data have been transferred,
- Request the deletion or destruction of personal data where the reasons for processing no longer exist, despite the data having been processed in accordance with the provisions of the Law No. 6698 and other applicable laws, and request that such action be notified to third parties to whom the personal data have been transferred,
- Object to the emergence of a result against the data subject through the analysis of processed data exclusively by automated systems,
- Claim compensation for damages incurred due to the unlawful processing of personal data.

Pursuant to Article 13(1) of the Law No. 6698, you may submit your request regarding the exercise of the rights set out above in writing, or via registered electronic mail (KEP) address, secure electronic signature, mobile signature, or the electronic mail address previously notified to the data controller and registered in the data controller’s system, or through software or an application developed for the purpose of application.

Your application must include:

- a) Name, surname, and signature if the application is in writing,

- b) Turkish Republic identification number for Turkish citizens; nationality, passport number, or identification number (if any) for foreign nationals,
- c) Residential or business address for notification purposes,
- ç) Electronic mail address, telephone and fax number (if any) for notification purposes,
- d) Subject of the request.

You may submit your request containing your explanations regarding the right you wish to exercise among those set forth in Article 11 of the Law No. 6698 by completing the Data Subject Application Form available at <https://bogazici.edu.tr/tr/pages/kisisel-verilerin-korunmasi/155> and delivering the signed original copy in person or by post to the address “Boğaziçi University 34342 Bebek – Beşiktaş/Istanbul,” together with documents verifying your identity, or by sending the form by other methods specified in the Law, or by transmitting the relevant form to the KEP (Registered Electronic Mail) address “bogaziciuniversitesi@hs01.kep.tr” with a secure electronic signature.

If the response to the application is provided in writing, no fee shall be charged for up to ten pages. A processing fee of 1 Turkish Lira shall be charged for each page exceeding ten pages. If the response to the application is provided on a recording medium such as a CD or flash drive, the fee that may be charged shall not exceed the cost of the recording medium.