

TO ALTINBAŞ UNIVERSITY
SCHOOL OF ENGINEERING AND ARCHITECTURE DEAN'S OFFICE

...../...../20....

I hereby declare that I would like to undertake an internship during semester of academic year 20... - 20... in a physical environment at my own risk and I acknowledge that I will be responsible for any harm or damage I might suffer as a result of a pandemic or any other similar disease that may break out during my placement.

First Name - Surname :

Programme of study :

Student No :

Signature :

Privacy Notice Regarding Collection and Processing of Personal Data

1. Introduction

This Notice has been drawn up with the purpose of informing intern students (“Interns”), who will undertake an internship at Altınbaş University’s (“UNIVERSITY”) partner organisations, 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 Interns 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 below mentioned reasons, and purposes, as well as regulations on personal data processing set forth in Article 5 and Article 6 of the KVKK.

- Starting the procedures regarding your internship
- Creating your internship folder

4. Transfer of Personal Data

The UNIVERSITY will not transfer the personal data of applicants 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 interns will be transferred to the following parties:

- The host organisation where you will undertake your internship,
- Solution partners with who the University has signed an agreement governing internship process and procedures.

5. Methods and Legal Grounds for Lawful Collection and Processing of Personal Data

The UNIVERSITY collects the personal data of interns from any type of document such as registration forms, application forms and other documents that had been filled out or submitted to the UNIVERSITY by the student either electronically or in writing during the registration. Personal data of interns will be processed pursuant to KVKK Article 5, Sub-Article 2, 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 about the 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 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.

First name-Surname:

Turkish Identification Number/Student Number:

Programme of Study:

Date:

Signature:

Intern Declaration of Healthcare Coverage

- I am covered by Universal Health Insurance.
- I am covered by my parents' health insurance plan.
- I am registered by the Social Security Institution of Turkey for healthcare benefits.
- I am registered by BAG-KUR (self-employed) for healthcare benefits.
- I am registered by Emekli Sandigi (Social Security Organization for Civil Servants) for healthcare benefits.
- I do not receive social security or health benefits.

I hereby declare that the details furnished above are true and correct and I undertake to inform you of any changes therein, immediately. I am aware that I will be held liable for paying any premiums, administrative fines, penalty interests and late fees arising out of the above information is found to be false or untrue or incomplete, or out of my failure to provide the required documents in a timely manner.

Student's First Name and Last Name:

TR Identification Number:

Name of the Undergraduate School:

Programme of study:

Student No:

Address:

Telephone No:

Date:

Signature: