

Clarification Text Health, Culture and Sports Department Pool Directorate - Pool Management Process

Within the scope of Distance Education Process, Middle East Technical University Health, Culture and Sports Department Pool Directorate, bearing the title of “Data controller”, processes the following personal data within the limitations of identified purposes in accordance with the law no. 6698 on the Protection of Personal Data.

Personal Data Processed, Data subject and Data Categories

The personal data processed by our University herein this period and the categories of the data are presented as follows:

Data Collector: Health, Culture and Sports Department Pool Directorate		
Data Subject	Type of Data	Category of Data
Receiving Party	Photograph	Visual-Audial Recording
Receiving Party	Phone Number, Reference Phone Number,	Communication
Receiving Party	Pool membership category, Diploma Copy, Reference person institution (unit)	Personal
Receiving Party	Name, Surname, Birth Date, TCKN, Reference Name, Reference Surname,	Identification
Receiving Party	Address Type	Location

Purpose and Legal Basis of Personal Data Processing

Type of Data	Purpose of Processing	Legal Basis
Photograph	Execution / Supervision of Business Activities	Article 5.2.c It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Phone Number, Reference Phone Number,	Execution / Supervision of Business Activities	Article 5.2.c It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Pool membership category, Diploma Copy, Reference person institution (unit)	Execution / Supervision of Business Activities	Article 5.2.c It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Name, Surname, Birth Date, TCKN, Reference Name, Reference Surname,	Execution / Supervision of Business Activities	Article 5.2.c It is necessary to process the personal data of the parties to the contract, provided that it is directly related to the establishment or performance of a contract
Address Type	Execution / Supervision of Business Activities	Article 5.2.c It is necessary to process the personal data of the parties to the contract, provided that it is directly

		related to the establishment or performance of a contract
--	--	---

Transfer of Personal Data

Your personal data is not transferred.

Rights of the Data Subject

Within the scope of the Article 11 of Law no. 6698 on the Protection of Personal Data, each person has the right to request to the data controller about him/her to

- learn whether personal data are processed or not,
- demand for information as to if personal data have been processed,
- learn the purpose of the processing of personal data and whether these personal data are used in compliance with the purpose,
- know the third parties to whom his personal data are transferred in country or abroad,
- request the rectification of the incomplete or inaccurate data, if any, and request the erasure or destruction of personal data under the conditions in accordance with the law no. 6698 on the Protection of Personal Data,
- request reporting of the operations carried out to third parties to whom personal data have been transferred,
- object to the occurrence of a result against the person himself/herself by analyzing the data processed solely through automated systems,
- claim compensation for the damage arising from the unlawful processing of personal data.

The Method and Legal Basis of Collection of Personal Data

Within the scope of Distance Education Process, Middle East Technical University Registrar's Office collects verbal, written or online personal data using the following methods in accordance with the law no. 6698 on the Protection of Personal Data, articles 5 and 6 on conditions for processing personal data and conditions for processing of special categories of personal data:

Type of Data	Method of Collection	Platform
Photograph	Manual	Membership Application Form, Pool Membership Form
Phone Number, Referance Phone Number,	Manual	Membership Application Form, Pool Membership Form
Pool membership category, Diploma Copy, Reference person institution (unit)	Manual	Membership Application Form, Pool Membership Form
Name, Surname, Birth Date, TCKN, Referance Name, Referance Surname,	Manual	Membership Application Form, Pool Membership Form
Address Type	Manual	Membership Application Form, Pool Membership Form

Requests

In accordance with Article 13, sub-article 1 of the law no. 6698 on the Protection of Personal Data titled "Request to the Data Controller" and the Communiqué on the Principles and Procedures for the Request to the Data Controller dated 10.03.2018 and numbered 30356, all requests regarding personal rights should

be submitted to **Orta Doęu Teknik Üniversitesi Üniversiteler Mahallesi, Dumlupınar Bulvarı No:1, 06800 Çankaya/Ankara** or to the Registered Electronic Mail address **odtu@hs01.kep.tr** by filling in the “Data Subject Request Form” on <https://kvkk.metu.edu.tr>

