**EVENT - PRIVACY NOTICE**

This privacy notice provides information about how your personal information is processed during the 10th Istanbul Premoot event organized by Istanbul Bilgi University.

It is important that the personal information we hold about you is accurate and current. Please keep your personal information updated during your relationship with us.

**What personal data will be processed?**

The personal data we process will be:

* The information you provide in the form to register for an event or by other means such as in an email or over the telephone:
	+ your title, name, and full postal, email details;
	+ your job title and role;
* For certain events we collect biographical information about you from publicly available sources and this may include photographs. This information will be provided to the host(s) to help with the flow of the event.
* Records of communications sent to you by us or that we receive from you in relation to an event you will attend/have attended.

When using video conferencing applications such as Zoom or Microsoft Teams, your name, user name, email address, your computer’s IP address, MAC address and device name may be collected.

**What is the purpose of the processing?**

The University will process your personal data for the following purposes:

* To reserve a place for you at the event(s) you desire to attend;
* To maintain clear contact information for the booking and provision of the event;
* To monitor proper functioning of the services;
* To provide you with information about the event(s) for which you have registered, that includes event updates, and possible changes, cancellation or similar information;
* To provide you with information about different aspects of the event;
* To fulfil and monitor our legal responsibilities;

**Video conferencing**

When using video conferencing applications, such as Zoom and Microsoft Teams, personal data such as your IP address and device name may collected by the companies who own these applications in order to schedule and create a record of meetings, improve and tailor your experience when using these applications

**What is the legal basis of the processing?**

We ask for your consent to process your personal data for the purposes set out above, and you can withdraw your consent at any time, except as set out below.

* When we use your data we do so on the basis that this is necessary:
* In the public interest; or
* For scientific or historical research or statistical purposes; or
* For the purposes of legitimate interests

**Who will your personal data be shared with?**

Within our University, your data is shared only with those University departments and staff who need access for the processing purposes set out above. We may share some of the information with external organisations providing services for the event you are attending, in particular we may share your information with our IT service provider and event organization provider. The information shared will only be used to provide the service required and will not be retained by these external organisations after the event is concluded.

**How long is your data kept?**

The information you provide when you register for an event will be kept for 6 months after the event has occurred. If you consent to stay in touch with us, essential information to communicate with you will be kept until you withdraw your consent or unsubscribe to specific communication.

**Your rights in relation to your data**

Within this scope, as personal data subject, you have the rights specified below, arising from Article 11 of the Turkish Data Protection Law:

* learn whether personal data is processed;
* request information if their personal data is processed;
* learn the purposes of processing personal data and whether this data is used in accordance with these purposes;
* know the third parties who the personal data is shared with at home and abroad;
* request rectification if and to the extent inadequate and incorrect personal data is processed;
* request deletion or destruction of personal data arising from the law within the frame of the conditions set out in article 7 of Law on the Protection of Personal Data in the event that the reasons requiring the processing of personal data disappear;
* request that the rectification, deletion or destruction processes are notified to third parties with whom personal data is shared;
* to object to any result emerging against the data subject by exclusive analysis of processed data via automatic systems;
* to demand indemnification of damages and losses that may arise due to illegal processing of personal data.

Should you have any questions please contact us: vismoot@bilgi.edu.tr