ISTANBUL KÜLTÜR UNIVERSITY

COOKIES POLICY

PREPARED BY	REVIEWED BY	REVIEWED BY	APPROVED BY
Cengiz Keskin	Fikret Alper Ozan	Att. Nil Tunca	Ender R. Ekici
System Operating Manager	Head of Department of Information Systems and Technologies	Legal Adviser	Secretary General

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

Table of Contents

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

1. OBJECTIVE

This policy provides information on which cookies are used and how visitors can manage their preferences within this scope.

Istanbul Kültür University (İKÜ) Cookies Policy defines the policies regarding the cookies used for the purposes of displaying personalized contents and advertisements to the visitors of İKÜ Web pages, performing traffic analysis on İKÜ Web pages, and having a better understanding of the usage habits of the visitors.

2. SCOPE

This policy applies to all Web pages of Istanbul Kültür University.

3. DEFINITIONS

Cookies are very small text files registered by the websites you visited through the web browsers in your PC (or other devices such as smartphones or tablet PCs) and generally consisting of letters and numbers. Cookies do not contain any personal data such as the name, sex, or address of the visitors.

Cookies are created by the servers managing the website that you visit. Therefore, the server recognizes the visitor when the visitor accesses the same website. Cookies are similar to identification cards indicating that the same visitor has accessed the website again.

For more detailed information on cookies, please visit the websites, www.aboutcookies.org and www.allaboutcookies.org.

The types of cookies used within the scope of this İKÜ Cookies Policy are defined in further detail below.

3.1. Session Cookies

Session cookies are temporary cookies, which are used during the period of visit to the web pages by the visitors and deleted after exiting the web browser. The main purpose for using such type of cookies is to ensure proper operation of the Web pages during your visit. For instance, automatic completion of the online forms consisting of multiple pages on the website is facilitated by such type of cookies.

3.2. Persistent Cookies

Persistent cookies are type of cookies used for the purposes of improving the functionality of the Web pages, provide our visitors with a faster and better service. Such type of cookies is used to remember visitor preferences and stored in the devices through web browsers. Some types of persistent cookies may be used to provide you with personal offers by taking into account certain factors such as your purpose for using the Web pages.

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

Thanks to persistent cookies, whether there is a cookie created by the Web pages on your device is checked when you visit the same Web pages using the same device and if such cookie is available, it is understood that you have previously visited the website and the contents to be displayed to you are determined in this manner and therefore, a better and more quality service is provided to the visitors.

3.3. Technical Cookies

Technical cookies are used to ensure smooth operation of the Web pages and determine the inoperative pages and areas of the website.

3.4. Authentication Cookies

In case the visitors log in the Web pages using their passwords, such type of cookies determine on each Web page that the website user is the same person and therefore, it prevents asking the user on each Web page to enter his or her password to log in.

3.5. Targeting/Advertising Cookies

This type of cookies are used to customize the advertisements presented to the users on the Web pages and prevent displaying of the same advertisements that have already been viewed.

3.6. Personalization Cookies

These cookies are used to remember user preferences in case the user visits different Web pages, e.g. remembering the language preference that you have selected.

3.7. Analytical Cookies

Analytical cookies are used for creating analytical results such as the number of visitors of the Web pages, determination of the pages viewed, time of visit, and scrolling up/down on the Web pages, etc.

4. COOKIES USED

Cookies can be categorized based on the owners, period of use, and intended purpose for use.

Based on the owners: İKÜ Web pages cookies and third-party cookies are used. İKÜ Web pages cookies are managed by İKÜ whereas third-party cookies are managed by different companies.

Based on the period of use: Session cookies and persistent cookies are used. Session cookies are deleted once the visitors leave İKÜ Web pages whereas persistent cookies remain on the devices of the visitors for a variable period of time.

Based on the intended purpose for use: Technical cookies, authentication cookies, targeting/advertising cookies, personalization cookies, and analytical cookies are used on İKÜ Web pages.

4.1. Why Are Cookies Used?

Cookies are used for carrying out personalization, targeting, and advertising activities on İKÜ Web pages, e.g. displaying advertisements related to the interests of the visitors based on the pages and products viewed by such visitors.

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

4.2. How Are Cookie Preferences Managed?

İKÜ exercises due care to enable its visitors to freely use their preferences on which personal data of the visitors can be collected. On the other hand, preferences management for the Cookies required for the operation of İKÜ Web pages is not possible.

Information on how to manage the preferences for Cookies used on İKÜ Web pages is provided below:

- Visitors may personalize their preferences for cookies by changing the settings of the web browser they use to access İKÜ Web pages. It is possible to change preferences for Cookies over the web browser settings provided that such web browser has such options. Therefore, data subjects have the option to disable the use of cookies, be notified before such cookies are used, or disable or delete certain Cookies although the options provided by each web browser may vary. Although such preferences may vary based on the web browser used, a general overview is provided on the website, http://www.aboutcookies.org. Preferences for cookies may be required to be managed separately on each device through which the visitor has access to İKÜ Web pages.

- Click here to disable the Cookies managed by Google Analytics.

- Click here to manage personalized advertising experience provided by Google.

- Preferences for cookies used for advertising activities by many companies may be managed through Your Online Choices.

- Settings menu on the mobile device may be used to manage Cookies on mobile devices.

4.3. What Are the Rights of the Visitors?

As per Law no. 6698 on the Protection of Personal Data, the visitors may use their statutory rights regarding their personal data as provided in Article 11 of Law no. 6698 by submitting an application to Istanbul Kültür University as the Data Controller.

Provided that personal data owners submit their applications regarding their rights in writing or via registered electronic mail, such applications will be evaluated and finalized within 30 (thirty) days at the latest in any case. Although such applications are generally finalized free of charge in principle, İKÜ reserves the right to charge a fee based on the tariff determined by the Committee on the Protection of Personal Data.

4.4. Consent and Changes to the Policy

Within the scope of this Policy, İKÜ aims to provide its visitors with a detailed description on the use of Cookies and information on Cookie preferences. In this regard, the visitor shall be deemed to have provided a consent for the use of Cookies in case the visitor exits the notification about Cookies as contained on İKÜ Web pages and continues to use İKÜ Web pages. Visitors reserve their rights to change Cookie preferences at any time.

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

İKÜ may change the provisions of this Policy whenever deemed required. The latest version of the Policy becomes effective on the date on which such Policy is published on İKÜ Web pages.

4.5. How Can I Manage or Delete Cookies?

The default settings of the majority of the web browsers allow for Cookies to be automatically accepted. These settings may be changed to disable Cookies or receive a notification when a Cookie is sent to the devices. There are several ways to manage cookies. Detailed information on how to manage the settings on the latest versions of the web browsers is provided in the sub-sections below.

In case of using different devices (PC, smartphone, tablet PC, etc.) to access İKÜ Web pages, please make sure that the Cookie preferences of the web browsers on such devices are properly configured.

4.5.1. Internet Explorer 9.0+

To disable new cookies:

- Go to Tools menu.
- Click on Internet Options.
- Click on Privacy tab on the top.
- Scroll up Block All Cookies button.

To delete current cookies:

- Go to Tools menu.
- Click on Internet Options.
- Click on General tab under Browsing History tab.
- Click on Delete button.

4.5.2. Firefox 2.0+, 3.0+, 4.0+

To disable new cookies:

- Go to Tools menu.
- Click on Options.
- Click on Privacy tab.
- Disable Accept Cookies from sites tab.

To delete current cookies:

- Go to Tools menu.
- Click on Options.
- Click on Privacy tab.
- Click on Clear Now button.
- Cookies are deleted.

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1

- Click on Clear Private Data Now button.

4.5.3. Google Chrome+

To disable new cookies:

- Click on "Customize and control Google Chrome" button on the top-right corner.
- Click on Settings.
- Click on Advanced section.
- Click on Site settings on Privacy and security tab.
- Click on Cookies and site data.
- Disable "Allow sites to save and read cookie data" button.

To delete current cookies:

- Click on "Customize and control Google Chrome" button on the top-right corner.
- Click on Settings.
- Click on Advanced section.
- Click on Site settings on Privacy and security tab.
- Click on Cookies and site data.
- Click on Clear cookies and site data button.

4.5.4. Safari

To disable new cookies or delete current cookies:

- Click on the icon on the top-right corner on Safari menu.
- Click on Preferences.
- Select Security icon on the pop-up menu.
- Click on "Never" button under Accept Cookies.

Document Code	IKU-BST-KVKKCRZ-001	Revision Date	June 26th, 2018
Issue Date	November 12th, 2017	Revision No.	KVKKCRZ-1.1