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NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE ON THE CONDUCT OF SECURITY SERVICES

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is the safety of life and property of the members of Nevşehir Hacı Bektaş Veli University during their working period; Procedures and principles related to ensuring that employees, students and visitors comply with the rules and to protect and ensure the safety of the campuses, buildings, gardens and areas and all kinds of vehicles, tools, equipment and materials of the University. is to arrange.

Scope

ARTICLE 2- (1) This Directive lays down the working procedures and principles of the Protection and Security personnel working under the General Secretariat of Nevşehir Hacı Bektaş Veli University Rectorate. covers.

Basis

ARTICLE 3- (1) This Directive includes Higher Education Law dated 06.11.1981 and numbered 2547, Police Duties and Powers Law dated 14.07.1934 and numbered 2559, Law no. 4857 dated 22.5.2003, Highway Traffic Law dated 18.10.1983 and numbered 2918. Based on the Law on Private Security Services dated 26.06.2004 and numbered 5188, and the Regulation on the Implementation of the Law on Private Security Services published in the Official Gazette dated 07.10.2004 and numbered 25606. has been prepared.

Definitions

ARTICLE 4- (1) In this Directive following terms are used:

- a) Unit Secretary: Faculty, Graduate School, School and Vocational School Secretaries,
- b) Unit Manager: Nevşehir Hacı Bektaş Veli University Faculty Deans, Institute Managers, School and Vocational School their managers,
- c) Head of Department: All departments within Nevşehir Hacı Bektaş Veli University their heads,
- ç) Deputy Secretary General: Deputy Secretary General of Nevşehir Hacı Bektaş Veli University,
- d) Secretary General: Nevşehir Hacı Bektaş Veli University General his secretary,
- e) Administrative Entrance and Visitor Entrance: Nevşehir Hacı Bektaş Veli University Rectorate building personnel and visitor entry the door,
- f) Provincial Security Commission: Under the chairmanship of the Deputy Governor, the Provincial Police Department, the Provincial Gendarmerie Command, the Chamber of Commerce and the Chamber of Industry are representatives of the Private Security Commission. its commission,
- g) Doors: External entrance to the University campus area their doors,
- ğ) Camera Monitoring and Communication Center (CCTV): The communication center where the camera images recorded in the Protection and Security unit movable throughout the campus are watched and recorded,
- h) Protection and Security Supervisor: Nevşehir Hacı Bektaş Veli University Protection and Security your superior,
- ı) Protection and Security Unit: The Protection and Security Unit affiliated to the General Secretariat to ensure the entire security of the University,
- i) Head of Protection and Security: Subordinate to the Protection and Security Supervisor chiefs,

- j) Nizamiye/Main Guardhouse: Entrance and exit of Nevşehir Hacı Bektaş Veli University campuses and other facilities their regulations,
- k) Point Watch: Security placed in certain areas within the campus area of Nevşehir Hacı Bektaş Veli University points,
- l) Private Security Officer: Nevşehir Hacı Bektaş Veli University Protection and Security its officers,
- m) Protocol Entry: Nevşehir Hacı Bektaş Veli University Rectorate building protocol entry the door,
- n) Vice Rector: Nevşehir Hacı Bektaş Veli University Rector his assistant,
- o) Rector: Nevşehir Hacı Bektaş Veli University its Rector,
- ö) University: Refers to Nevşehir Hacı Bektaş Veli University.
- p) Visitor Clarification Text: According to the Law No. 6698 on the Protection of Personal Data, the personal data of the University regarding visitors are within the limits ordered by the legislation.

SECOND PART

Assignments and Financial Provisions

Private security personnel employment

ARTICLE 5- (1) According to the current legislation regarding appointment and transition to the University as Private Security personnel; Private security guards are appointed as civil servants, contracted officers and workers.

(2) In appointments; Conditions determined in the Law No. 5188 on Private Security Services is sought.

(3) Assignment and relocation of private security guards outside the central campus will be made by the Rectorate and will be appointed to the Governor's Office within 15 (fifteen) days. is reported.

Secondment

ARTICLE 6- (1) Provincial temporary assignments of private security guards can be made to places of our University that are approved by the Governor's Office as per the Article 13/b-4 of the Higher Education Law No.

resignation

ARTICLE 7- (1) If the private security guards lose one of the conditions specified in accordance with the relevant provisions of the law and regulation or are assigned to another duty by the institution due to health reasons, the necessary process for the cancellation of the security guard identity card of the relevant person. is monitored.

Identity documents

ARTICLE 8- (1) The identity card given to the private security guards by the Governor's Office is attached to the collar in such a way that it can be seen by everyone within the scope and duration of duty. In case the personnel loses their security requirements and leaves the security post, the security ID is delivered to the institution. Private security ID is not allowed to be used by others. In case of loss of identity, inform the Governorship is given.

(2) The renewal and expiry processes of the security guard's identity card specified in the law and regulation of the private security guards are personally followed up by the Private Security Personnel.

Partnership

ARTICLE 9- (1) The Private Security Unit acts in harmony with the internal Civil Defense Unit and Occupational Health Coordination teams and, if it is outside the institution, with the relevant units. Joint work of in-house units; natural disasters, accident decimation, flash explosion, fire, earthquake, flood and health and safety of employees and all kinds of

occupational safety measures and trainings.

Protection and security plans

ARTICLE 10- (1) The Protection and Security Plans prepared pursuant to Article 12 of the Law on Private Security Services and the Regulation on the Implementation of the Law on Security Services, numbered 5188, in order to protect and ensure the security of the University, are prepared by the relevant units and a copy is sent to the Nevşehir Governor's Office. It is kept in the Protection and Security Unit of the General Secretariat.

Control of protection and security plans

ARTICLE 11- (1) The plans created are checked at least once a year and necessary updates are made, if any. Changes in the plan are notified to the Rectorate within 30 (thirty) days. Depending on the nature of the locality, if there are additional measures to be taken, they may be requested to be included in the plan. The protection plans prepared by the units are sent to the Protection and Security Unit and to the Rectorate for approval by the Protection and Security Unit.

(2) In the campuses where more than one unit is located, a single plan is prepared jointly. The unit where the protection plans are prepared and implemented is primarily responsible.

THIRD PART

Management and Responsibility

Management

ARTICLE 12- (1) The highest supervisor of the security services is the Rector. However, the Rector may delegate this authority to one of the Vice Rectors.

(2) Other security officers are as follows: Deans, Institute, School and Center Managers, Secretary General, Deputy Secretary General, Protection and Security Supervisor and Protection and Security chief.

Health Culture and Sports Department Presidency

ARTICLE 13- (1) Notifying the Protection and Security Unit in advance by coordinating the procedures such as the programs, guest lists, working hours and permits to be organized in order to take security measures regarding all kinds of activities carried out or allowed to be carried out by the University. Communication Coordinator is his duty.

(2) Information about the programs related to the meetings, seminars and conferences held in our campuses and the student groups that will come to visit our campuses will be notified to the Private Security in advance by the units. will not.

Construction and Technical Department

ARTICLE 14- (1) Notifying the Protection and Security Unit in advance by coordinating the procedures such as working hours and permits so that security measures can be taken about all kinds of maintenance, modifications and excavation works to be carried out by private companies at the University. is his duty.

(2) The safety of the materials to be used in the activities is ensured by the relevant units, paying attention not to leave any exposed and unprotected materials. must.

(3) In case of compulsory unpacking, necessary safety measures are taken in coordination with the Protection and Security unit. is taken.

(4) If the above-mentioned activities and studies are not reported and the necessary precautions are not taken, the relevant unit supervisors will be held responsible for the negativities that may occur.

IT Department

ARTICLE 15- (1) The Department of Information Technologies is obliged to carry out the works and operations related to the security cameras of our University in accordance with our University's "Guideline for Establishing and Operating Security Camera Systems".

Issues that university personnel must comply with regarding university security

ARTICLE 16- (1) Observance of **university personnel regarding university security**

The essentials are:

- a) While the security personnel are performing their duties, the academic and administrative staff of the university assist them. It is possible.
- b) All kinds of dangers and disturbing behaviors in the campus are reported to the Protection and Security Unit by academic and administrative personnel. is reported.
- c) Turning off doors, windows and electrical buttons and electronic devices by users, especially in offices is provided.
- ç) Personnel cannot park their vehicles in areas other than the parking spaces specified by the Rectorate, at the entrance and exit of the building. (5) Electric heaters and tea sets in offices against fire hazard. not used.
- d) The visitors of the university academic and administrative staff who come to our campuses are admitted to the campus by obtaining their approval. not taken.
- e) The personnel enters and exits by using the card reading system with the identity card given to them by the university. amount.
- f) Personnel who enter and exit the campus with their private vehicle register their vehicle information with the license plate recognition system, obtain a vehicle identification stamp from the security unit and paste it on a suitable spot so that it can be seen on the windshield of the vehicle. In case of vehicle change, the personnel will update the changed vehicle information. is liable.

Issues that students must comply with regarding university security

ARTICLE 17- (1) **The issues that students must comply with regarding university security are as follows:**

- a) Students enter the campus through the turnstiles with their ID cards. it does.
- b) In case of need in the campus, the students are required to show their identity cards when the security personnel request it from the students. mandatory.
- c) Students should not let others use their ID cards at the entrances to the campus and at the counters.
- d) Students who have lost their identity cards must have their new identity cards issued by the Registrar's Office as soon as possible.
- d) Students entering the campus with broken, expired and unformatted identities. it is forbidden.
- e) Students who will enter the campuses of our University with their vehicles can enter by obtaining a vehicle identification stamp presented to them by the University. At the entrances, the identities of the people inside the vehicle are also checked. If there are guests in the vehicle, the identity of the guests must be registered in the guest logbook and they must enter. is provided.
- f) If university students are going to accept visitors to the campus, they go to the campus entrances and confirm that they accept the visitor, leave their identity and the identity of the visitor to the guard, these identities are recorded in the visitor registry and the guests enter. is taken.
- g) Students who will enter and exit the campus with their private vehicles, register their vehicle information with the license plate recognition system, obtain a vehicle identification stamp from the security unit and paste this stamp on an appropriate spot, which will be visible on the windshield of their vehicle. student changing vehicle information by

updating is liable. Registered vehicle Only registrant student by free access to the campus. Other students or guests in the vehicle can enter the campus with their student ID through the turnstile, and visitors can enter the campus by making visitor registration procedures.

Visitor entry-exit rules on campus

ARTICLE 18 - (1) Guests entering the campus, subcontractor employees, service providers and parents of students are required to submit an identity statement to the security. For this reason, ID is taken from the incoming guest. The credentials are saved on the visitor's computer. He is given a visitor card and reminded that he should wear this card on his collar (Annex 6).

(2) Visitor entrance to the campus is between 08.30-17.30.

(3) If all guests entering and leaving the campus violate the rules set forth in this Directive, the people who accept the guest will be liable for the consequences. is responsible.

(4) In case the guests commit a judicial crime or get involved in a crime in the campus, they can file a criminal complaint to the general law enforcement or the Public Prosecutor's Office in order to take the necessary actions. is found.

(5) With the controls made at the entrance of the campus, people/groups that are prohibited from entering are blocked.

(6) The guest is not allowed in with his/her student ID card, except for his/her own ID card, and a report is kept about the student who gave his/her ID to try to gain unauthorized entry. The next visitor is not allowed in.

(7) The information of all guests entering the university campuses is recorded in the visitor registry. Informing the guests with the Nevşehir Hacı Bektaş Veli University Clarification Text regarding the personal data processing activity and the protection of personal data in accordance with the Law on the Protection of Personal Data (KVKK) numbered 6698 in the security activities carried out by the University. is provided.

(8) Entrances and exits to the campus areas are through the doors with the names and numbers below and which are allowed according to the purpose of use.

Gate No. 1: Main Guardhouse

Gate No. 2: Protocol Guardhouse (Stone Gate)

Gate No. 3: University Housing

Gate No. 4: Stage gate

Gate No. 5: Backside of Faculty of Tourism

Gate No. 6: Sulusaray Gate

Gate 7: Horse Farm

Gate 8: Dormitories

CHAPTER FOUR

Duties and Powers

Protection and security supervisor

ARTICLE 19- (1) Adhering to the relevant legislation, ensuring the safety of life and property of the University members during their daily working hours, ensuring that the employees, students and visitors comply with the rules, and the campuses of the University, buildings, gardens and areas and all kinds of vehicles, tools and materials and materials. It is responsible for the protection and security of all units, which are considered to be the duty area of the personnel.

(2) Duties of the Protection and Security Supervisor are:

a) To carry out security services in accordance with the relevant legislation and to make relevant correspondence,

b) Provincial Police Department, to take necessary actions regarding security related correspondence. Administration of security guards, organization of watch services, provision

of permits and working order, follow-up of disciplinary affairs and division of duties among personnel to do,

ç) To control and supervise the personnel, to take the necessary measures to eliminate the observed negativities, to take the necessary measures for the regular and complete fulfillment of the works. receive,

c) Organization for necessary security measures on important days such as national holidays, sports events, spring festivals, opening ceremonies, other cultural events such as conferences, symposiums and meetings, and graduation ceremonies. to do,

d) To follow security technologies closely, to constantly adapt the security technologies used in the university to new developments by participating in the necessary trainings and courses, and to provide the personnel with in-service trainings on this subject. raise,

e) Information to the relevant authorities on the above-mentioned issues to transfer.

(3) The above-mentioned duties are fulfilled by the Chief of Protection and Security.

Head of protection and security

ARTICLE 20- (1) Head of Protection and Security, Adhering to the Law No. 5188 on Private Security Services and the Regulation on the Implementation of the Law on Security Services, ensuring the safety of life and property of the University members during their daily working hours, and the campuses, buildings, gardens and areas belonging to the university. Against the Protection and Security Supervisor in the protection and security of all kinds of vehicles, equipment and materials with is responsible.

(2) The duties of the Head of Protection and Security are as follows:

a) The crimes to be committed within the scope of duty, the arrest of the accused until the transfer of the general law enforcement officers and the necessary measures to protect the evidence of the crime. receive,

b) Controlling the entrances and exits to the campus during duty, ensuring the internal and external security of the buildings, controlling and recording the license plate and identity of the vehicles through private security officers. receive,

c) Situations that may lead to material and moral losses by providing regular patrol services within the campus during duty. prevent,

ç) All kinds of theft, fire and sabotage etc. that may arise from inside or outside during the duty. to be sensitive to actions and therefore, to make body searches with a detector in accordance with the Regulation on Forensic and Prevention Searches when necessary,

d) Inspecting all the entrances of the buildings during the duty in line with the authorities and instructions given by the unit responsible as well as the Protection and Security Supervisor and informing the Protection and Security Supervisor on these issues. to transfer,

e) Preventing vehicles that park or try to park inappropriately in the campus area and parking areas during duty, and to ensure traffic order,

f) Performing the duties specified in the Traffic and Parking Lot Order Directive, which entered into force with the decision of Nevşehir Hacı Bektaş Veli University Senate dated 02.12.2020 and numbered 2020.34.164, within the scope of authority and responsibility specified in the Law No. 5188 on Private Security Services. to bring

g) To observe and control whether the persons in the campus area during the duty act in accordance with the rules determined regarding security, otherwise, to the Protection and Security Supervisor. report,

ğ) To carry out other works and transactions given by the top managers within the hierarchy to which they are affiliated.

h) State elders, local and foreign guests visiting the university, take the necessary precautions in the transfer route, buildings and facilities during the visit process. receive,

ı) With the Security Supervisor, the management of the personnel, the organization of

the watch services, ensuring the personnel leaves and working order, following the disciplinary works, making the division of duties among the personnel, following the correspondences related to the units and providing the necessary correspondence, preparing shift and shift schedules and arranging the work schedule,

i) All kinds of cultural events such as national holidays, sports events, spring festivals, opening ceremonies, conferences, symposiums and meetings, and necessary security measures on important days such as graduation ceremonies receive,

j) Together with the Security Supervisor, to prepare the instructions regarding the guard points in accordance with the Law No. 5188 on Private Security Services, to ensure their implementation and to check,

k) To ensure that the clothing of the security personnel complies with the regulation and to complete the deficiencies by checking their equipment,

l) Knowing the use of all systems in the Camera Monitoring Center, ensuring that the devices are in working condition, controlling the CCTV Security Officer, monitoring the campus from the cameras, detecting malfunctions and events. to make,

m) To convey information to the Protection and Security Supervisor on the above-mentioned issues during the task,

n) Human and environmental safety in the above-mentioned issues during the task to ensure.

CHAPTER FIVE

Instructions

General instruction of private security guard duty service

ARTICLE 21- (1) According to the General Instruction of the Watch Service, the duties of the Private Security Officer regarding the watch are as follows:

a) Getting to know especially the Rector, vice-rectors, deans, unit managers, secretary general and assistant general secretaries,

b) In order to ensure the safety of life and property, to prevent crime, to detect all kinds of weapons, explosives or goods that are prohibited in the field of duty, to pass the sensitive door to those who want to enter the area where they are secured, to search their people with detectors in accordance with the Forensic and Prevention Searches Regulation, and to search for their belongings. From the X-Ray device put in,

c) Authorization to ask for identification, to pass through sensitive doors at meetings, concerts, sports competitions and stage shows, to search these people with detectors and to pass the goods through the "X-Ray" device in accordance with the Regulation on Judicial and Prevention Searches dated 01.06.2005 and numbered 25832. to use,

ç) Detaining the person found during the crime being committed or followed due to the crime being committed, until he delivers that person to the general law enforcement when it is thought that he may escape or it is not possible to determine his identity,

d) Capturing and searching for persons who have a warrant of arrest, detention or conviction in their field of duty. to do,

e) In case of natural disasters such as fire, earthquake, flood that may occur within the task area, and in case of request for help, to enter the workplaces and residences in the field of duty, to assist the search and rescue officers. be,

f) On condition of notifying the general law enforcement immediately, to entrust the property which constitutes a crime or which may be an evidence or which may pose a danger even though it constitutes a crime during the searches, Filling the custody record (Annex one)

g) If there is no threat to the abandoned and found goods in the field of duty, to entrust them with a report, to fill in the consignment report (Annex 1)

ğ) To warn those who do not comply with the traffic rules in the duty area, to invite the general law enforcement officers when necessary, to provide the necessary sanction and to

be responsible to their sequential superiors by keeping a report (Security Incident Report: Appendix 2)

h) In order to protect the crime scene and evidence, individuals who deliberately violate the procedures or act against the measures taken are under observation until the general law enforcement officers arrive. receive,

i) To prevent injustice against the person's property and life,

i) To be able to use force within the authority given by the laws in order to prevent all kinds of usurpation and attack,

j) When security officers encounter a crime in their field of duty, seizing the crime, preventing the continuation of the crime, detecting and catching the accused, preserving the crime scene and crime evidence and delivering them to the general law enforcement officers and assisting the general law enforcement officers regarding the incident. be,

k) To protect the duty area against all kinds of dangers such as theft, robbery, looting, demolition, and forced dismissal of employees,

l) Informing the administration about the incident if there is an incident occurring in the place of duty (Information Minute: Appendix 3)

m) Taking care that the uniform is clean and ironed, not getting involved in the events when not wearing a uniform, paying attention to hair and beard shaving and personal care. to make,

n) Behaving in a manner worthy of professional honor during the task, and reporting the doubtful matters to their chiefs. to forward,

o) By not leaving the guard post, but by shifting personnel from other points in order to meet food and other essential needs. to ensure,

ö) To act kindly and politely towards all of their interlocutors, and not to make insulting words or behaviors,

p) By using the telephone and the radio for its intended purpose, not to make unnecessary conversations, to keep the conversations confidential, thinking that others can listen to them. to suit,

r) Following the vehicle or persons he deems suspicious within his field of duty, he informs his chiefs. to give,

s) To best protect mission-related equipment and materials, and to keep them intact and in working order. to keep,

ş) Not to make inappropriate addresses and attitudes in bilateral relations,

t) To be at a level to provide first aid in case of any injury and to inform health teams to give,

u) To prevent attitudes, behaviors and activities that impair the physical and mental health of children in kindergartens, kindergartens, primary schools and areas close to families' living areas and entertainment areas within the campus.

ü) Nevşehir Hacı Bektaş Veli University Senate dated 02.12.2020 and 2020.34.164. To fulfill the duties specified in the Traffic and Parking Layout Directive, which entered into force with the decision No.

v) Photographs, publications, notices, wall posters, etc., on doors and walls, except for the notice board, by the working personnel and other persons without the permission of the Administration. prevent from hanging be,

y) Keeping the Task Instruction regarding the duties and authorities in the Law No. 5188 with you and fulfilling the requirements. to bring,

z) Duties of Security Supervisor and Chief to do.

General issues that private security officers should pay attention to

ARTICLE 22- (1) The points that Private Security Officers should pay attention to while performing their duties are as follows;

a) They perform their duties by wearing the special clothes given to them. to make,

- b) Keeping their clothes and special equipment well-groomed, clean and ironed, and not involved in non-uniform events not to be
- b) Take care of the organization, order and cleanliness of the workplace to show,
- c) Out of duty security uniform not to wear
- ç) Not to deal with off-duty work, not to follow up the work and not to use the mobile phone other than for communication,
- d) Necklaces, medallions, tags, badges, etc. that are incompatible with the uniform. not wearing things
- e) Not to smoke in any way at the duty station, except during meal and need breaks,
- f) As long as he is on duty, he does not talk or meet with any managers, workers, academic, administrative staff and students, except for matters related to his duty. not to do,
- g) Fulfilling the instructions of the management on issues such as changing the place of guard, changing the time,
- ğ) Wearing the "Private Security Identity Card" during duty,
- h) Cylinder gas, gas stove, spirit stove, electrical device etc. for heating and cooking purposes at the duty site. not have,
- ı) Signing the handover-delivery book and reports during the change of duty, writing the start date and time on these reports and noting important events, if any,
- i) As long as they are on duty, the fixed point guards will be on the phone by the hour every hour intervention will be provided.)
- j) Participation in radio communications during his tenure to ensure.

Seizure Special Instructions

Duties of Camera Monitoring and Communication Center personnel

ARTICLE 23- (1) The duties of the Camera Monitoring and Communication Center personnel are as follows:

- a) By following the camera images uninterruptedly, he can follow up the incident by informing the Center about the problems he sees. to make,
- b) In written applications, retrospective camera recordings are submitted to those concerned with the approval of the Protection and Security Supervisor. to send,
- c) Monitoring the operation of the camera systems at all times and informing the technical team when necessary with the approval of the Protection and Security Supervisor.
- ç) To make daily checks of camera systems and record them in the book. d) In front of the installed cameras and taking images to inform the Security Supervisor when it is blocked,
- e) Recording and control of camera images to do,
- f) Not to give or make others watch the footage recorded by the cameras without the permission of the Security Chief and the Rector,
- g) To implement a "patrol" system by using pan-tilt and zoom functions with a moving camera.

Duties of the Rectorate protocol entry personnel

ARTICLE 24- (1) The duties of the Rectorate Protocol Entry personnel (Private Security Officer) are as follows:

- a) Responsible for recognizing the official protocol be,
- b) Being aware of the fact that his field of duty is a protocol entry, maximum attention to his appearance and attitude to make,
- c) Directing the people who should not use the protocol entrance to the administrative entrance, ç) Confirming the appointments of the visitors from the Private Office. to make,

d) Interfering with events outside of his/her area of responsibility upon the directive of the Protection and Security Chief, leaving his/her place of duty in any way without permission. not to.

Duties of the administrative entrance personnel of the Rectorate

ARTICLE 25- (1) Duties of the Rectorate Administrative Entrance personnel (Private Security Officer) are as follows:

a) Persons who do not have KGS (Card Pass System) are registered with the visitor card application. to hold,

b) When necessary, confirming the incoming visitors and subjecting them to the visitor card application,

c) If necessary, to search the top of the visitors with detectors at the entrance according to the Regulation on Forensic and Prevention Searches and to take the goods into the building by passing them through the X-Ray device,

ç) Interfering with events outside of his/her responsibility area upon the directive of the Protection and Security Chief, not leaving his/her place of duty without permission,

d) To make sure that the uniform is clean and ironed, not to get involved in the events without a uniform,

e) Not allowing unemployed persons to enter the security point,

f) Accepting escrow for any purpose instead of guard not to,

g) Continuously monitoring the camera images at the Security Point to make,

ğ) To check whether the KGS (Card Entry System) card belongs to the person himself, and to take necessary action by informing his supervisor in case of unfair use,

h) When there is a request from the personnel in the area he is responsible for, directing the person to his chief, giving a positive or negative answer to the person. not to give

i) He will participate in radio communications during his term of office.

Duties of the entrance personnel of Gate 1 (Main Guardhouse)

ARTICLE 26- (1) The duties of the Nizamiye personnel (Private Security Officer) are as follows:

a) To comply with the vehicle entry-exit instructions to the campus area, without the knowledge of the supervisor. not use,

b) Dual in relationships appeal and body language of effective to use, to the other always respectful
be,

c) Guardhouse other than in space alternately aspect task to do and security to act in a manner befitting an official,

ç) To keep a record of every vehicle and visitors entering from the duty station,

d) Controls the events in the sound, eye and following distance except the vehicle entrance and exit. be,

e) Clear and instant information to the center and its chiefs about the events taking place in the region. to give.

f) Prevent behaviors that may cause delay at the main gates (inappropriate vehicle parking, etc.)

g) Participation in radio communications during his/her duty

Duties of vehicle patrol personnel

ARTICLE 27- (1) Duties of vehicle patrol personnel (Private Security Officer) are as follows:

a) Those who use vehicles in violation of the legislation and do not have the necessary documents; Drivers who are suspected of using drugs, recreational drugs, drugs or alcohol, and other situations that are ruled to be banned from traffic, should be recorded and reported to the Provincial Police Department Traffic Branch Supervisor. 3)

b) Taking measures such as inspecting the vehicles with permission to enter the

campus to behave in accordance with traffic signs and signals, traffic rules, warning the drivers or having the vehicle towed,

c) In the event of adverse events occurring within the campus, transfer to the scene with the guidance of the Protection and Security Chief. to make,

ç) To ensure that the vehicles they use are always active by performing daily maintenance,

d) After the end of the working hours, checking the buildings and facilities and activating the alarms inform the Center. to give,

e) For the personnel who come to the place of duty to work outside the working hours, it can pass the alarm and send the personnel information to the center. report,

f) In case of alarm warnings coming from the center, it is necessary to arrive to the region immediately and inform the center by controlling the region. to give,

g) At the specified hours, he went to the patrol points with the patrol items, checked the regions and reported the problems and negativities he saw to the center. report.

ğ) To fulfill the duties specified in the Nevşehir Hacı Bektaş Veli University Traffic and Parking Layout Directive within the limits of the authority and responsibility specified in the Law on Private Security Services.

h) Participation in radio communications during his tenure to ensure

Duties of the point guard staff

ARTICLE 28- (1) The duties of the point guard personnel (Private Security Officer) are as follows:

a) Leaving the guard post without the knowledge of the Protection and Security Chief not to,

b) Surveillance and listening in the area he is responsible for during his watch to do,

c) Keeping the incidents and inappropriate behaviors under control in the area of responsibility and informing the center to give.

ç) Participating in radio communications during his term of office.

Duties of protection and security personnel in units

ARTICLE 29- (1) The duties of the Protection and Security Personnel (Private Security Officer) in the units are as follows:

a) Preventive measures with patrols inside and outside academic and administrative buildings receive,

b) boards or anywhere in the academic and administrative buildings are allowed, and inform the Unit Manager and the first supervisor of the unauthorized ones, and take the necessary action. to do,

c) Confirming whether promotional and/or sales exhibitions opened inside or outside the academic and administrative buildings are allowed. to make,

d) To record the entrance and exit of our university staff and guests in the registry

d) Interfering with events outside of his/her area of responsibility under the direction of the Protection and Security Chief, leaving his/her place of duty in any way without permission. not to,

e) Any off-duty activity in the seizure area not care,

f) or the center of any incident that occurs in the seizure area and acts in accordance with the instruction he receives. to make,

g) Not allowing people who are not working to enter the security point, ğ)

Not accepting escrow for any purpose, not to,

h) Continuously monitoring the camera images at the Security Point to

make. ı) Participating in radio communications during his/her duty.

Collective actions

ARTICLE 30- (1) When a collective action notification is received, the Protection and Security Chief is informed and assistance is requested from the general law enforcement when necessary. Building security is ensured in line with the guidance of the Protection and

Security Supervisor. If necessary, the entrances can be closed and additional security guards can be recruited from other security points.

Reported sabotage, assault and similar events

ARTICLE 31- (1) The security guard, who receives the sabotage notification, immediately informs the Protection and Security Chief of the situation by phone-radio or in person. Depending on the situation, the General Law Enforcement Forces are notified by the Rectorate. If necessary, help is requested from the fire department and other institutions. Precautions such as evacuating buildings, keeping first aid teams ready, transporting valuable documents are taken until the General Law Enforcement Forces arrive, in coordination with crime scene security services managers and supervisors.

Scope of duty of protection and security personnel

ARTICLE 32- (1) Security guards may use their powers only during the time they are on duty and in their field of duty. task area; These are university buildings, annexes, outbuildings and surrounded areas that have been approved by the governorship.

(2) Security guards cannot work outside their field of duty. In cases that express a route, such as the pursuit of the accused or the person who is strongly suspected of committing a crime, taking precautions against external attacks, transferring money and valuables, person protection and funeral ceremonies, it is considered to be the field of duty throughout the route. Its mandate can be expanded with the decision of the Provincial Security Commission.

(3) Security personnel cannot be employed and work in any other job other than the protection and security services specified in the law. cannot be forced.

CHAPTER SIX Miscellaneous and Final Provisions

Miscellaneous Provisions

ARTICLE 33 - (1) In order to take security measures regarding interior and exterior renovations and other activities in the units within the University, it is the responsibility of the relevant unit officials to inform the Protection and Security Unit in advance. is his duty.

(2) Joint coordination statements within the scope of the directive will be carried out under the responsibility of all relevant units.

Prohibitions, disciplinary and penal provisions

ARTICLE 34- (1) Except for the administrative offenses specified in the clause (c) of Article 20 of the Law No. 5188, the personnel in the disciplinary offenses committed by the security guards, the Higher Education Law No. 2547 and the Disciplinary Regulation for the Administrators, Academic Staff and Officers of the Higher Education Institutions, the Labor Law No. 4857 , TR Nevşehir Hacı Bektaş Veli University Rectorate Collective Bargaining Agreement and other relevant legislation provisions.

Security regulations to be prepared by the units

ARTICLE 35- (1) Regulatory procedures regarding private security prepared or to be prepared by other units at the University cannot be contrary to the provisions of this directive.

Force

ARTICLE 36- (1) This Directive enters into force on the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

Executive

ARTICLE 37- (1) The provisions of this Directive are executed by the Rector.

Senate Decision Accepting the Directive,	
DATE	number
11.08.2022	2022.24.188

Annex 1:



DECLARATION REPORT



Event Date:		Time:	
Type of Trust:			
EXPLANATION OF THE EVENT			
Record Date and Time:			
Security guard	Security guard	Security chief	

Annex 3:



INFORMATION REPORT



Event Date:		Time:	
Subject:			
EXPLANATION OF THE EVENT			
Date and Time			
Security guard	Security guard	Security chief	

Annex 4:

**TR
Nevsehir Haci Bektas Veli University**

Traffic Rule Violation Notification

together with the vehicle with the plate on at the hour
It has been determined that the traffic rule in the article .. set punishment with.... your score
We will let you know that your file will be processed.

Regards.

Name of the security officer who

made the notification Surname :
Signature :
your notice made Date :

Notified,

First Name Surname :
Plate :
Signature :

Annex 5:

Front face



Back face



NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY VISITOR LIGHTING TEXT

According to the Law on Protection of Personal Data No. 6698 (hereinafter referred to as "KVK Law"), Nevşehir Hacı Bektaş Veli University (hereinafter referred to as "NEVÜ") is the data controller because it processes personal data about you.

As our visitor, we process your personal data as the relevant person as explained below and within the limits ordered by the legislation. According to Article 10 of the Law, which regulates the Disclosure Obligation, we would like to inform you about our personal data processing process, since data controllers are obliged to inform the natural persons whose personal data they process on certain issues.

1- Data Controller About

Pursuant to the KVK Law, as the University, in the capacity of Data Controller, we may process, disclose or transfer your personal data, which we have stated below, for as long as necessary within the scope of our purposes explained below and in line with the principles stipulated in the legislation.

2- Your Processed Personal Data, Legal Reasons and Processing Purposes

Your Personal Data subject to Processing;

- Security Services - Visitor Vehicle and Registry Book (Name/Surname, TR Identity Number, Position, Telephone Number, Vehicle Plate information)
- Security Services – Lost and Found / Stolen Form and Report Process (Name / Surname of Receiving Person, TR Identity Number, Fixed Telephone Number, Mobile Phone Number, E-mail Address, Address Information, Signature)
- Other : CCTV Camera Recording, Internet Access Record Logs (IP Address Information for Visitors Accessing the Internet via University Network, Website Login and Exit Information, System and Application User Account Information, User Names of Visitors, E - Mail Accounts, Last Login Dates, IP Information Etc., Visiting Person Information, Navigation information)

Your collected personal data, stipulated by the KVK Law, “a) To comply with the law and the rules of honesty, b) To be accurate and up-to-date when necessary c) To be processed for specific, clear and legitimate purposes, ç) To be relevant, limited and proportional to the purpose for which they are processed, d) It is processed in accordance with the basic principles of “preservation for the period required for the purpose for which they are processed or stipulated in the relevant legislation”.

5/2 of the KVK Law. stipulated in the article;

- a) “The law clearly foresight”,
- b) “It is obligatory for the data controller to fulfill its legal obligation”,
- c) “Data processing is mandatory for the establishment, exercise or protection of a right”,

ç) “Data processing is mandatory for the legitimate interests of the data controller, provided that it does not harm the fundamental rights and freedoms of the data subject” based on the processing condition,

- Creating and tracking visitor records to be made,
- In order to ensure the security of the buildings, offices and other similar work areas on our campus, ensuring the security of the fixtures and / or their resources, recording CCTV cameras in the entrance doors, building exterior, visitor waiting room, security booth and campus areas in our campus, recording the recording process by the university security. checking,
- Establishment and follow-up of emergency management processes to be made,

- Fulfilling all legal obligations, especially the legislation to which the university is subject and occupational health and safety legislation. can be brought,
- Informing the law enforcement in case of crime or breaking the law,
- In case you receive service of the Wi-fi infrastructure that we offer to our guests, keeping track (log) records due to the relevant legislation obligations, ensuring network security,
- Compliance with relevant legislation and university policies, such as conditions regarding safety and internet use. providing,
- Your requests and complaints regarding your visit evaluation,

Personal data will be processed for the purpose of storage of the data and when the purpose required for storing the data disappears and it is not required to be stored in accordance with any legal obligation or legal obligation, the provisions of the KVK Law and the Regulation on the Deletion, Destruction or Anonymization of Personal Data and if a legislative provision is made afterwards, the relevant provisions and our university's Personal Data Center. Destruction taking into account the Data Retention and Disposal Policy will be.

3- Your Personal Data Transferring

Article 8 of the KVK Law carries the title of transferring personal data, and in accordance with the second paragraph of the article, 5/2 of the Law. And 6/3. It is possible to transfer your personal data without seeking your explicit consent in the presence of the conditions specified in the articles. The situations specified in this article are as follows:

In terms of personal data:

- a) clearly in the law forecasting,
- b) In order for the data controller to fulfill its legal obligation, compulsory to be,
- c) Data processing is mandatory for the establishment, exercise or protection of a right, ç) Provided that it does not harm the fundamental rights and freedoms of the person concerned, data

Data processing is mandatory for the legitimate interests of the controller

In the absence of one of the reasons we have stated, it will be possible to transfer your personal data within the scope of your express consent.

Since your sensitive personal data is not processed within the scope of the activity subject to this clarification text, your personal data will not be subject to transfer.

An example of the transfer of personal data is the storage of the collected personal data on a domestic server for storage or sending it to the relevant public institutions and organizations in case an administrative or criminal investigation is initiated or a lawsuit is filed based on a dispute within the scope of the relevant education and training activities. In this context, upon request, we may transfer your personal data to public institutions (including, but not limited to, Ministries and Presidential Boards) specified in the law, within the purposes and limitations stipulated in the law.

Your personal data;

- The personal data in question is intended to resolve legal disputes, to carry out or follow up judicial processes, or to fulfill legal or legal obligations, or in accordance with the relevant legislation, with legal authorities authorized official institutions and organizations, legally authorized private persons or related law enforcement agencies or with whom we have a contract that carries out our legal processes. to our lawyers,
- It can be transferred to cloud computing service providers for IT service management purposes. We would like to emphasize that while carrying out the relevant processing and transfer activities, reasonable administrative and technical measures allowed by technical means in order to ensure the security and confidentiality of personal data. we are receiving.

4- Obtaining Personal Data Methods

Your personal data, when you come to visit the university, your personal data, in line with the information you provide by the security officer, "Visitor and Vehicle Registry", "Lost Found/Stolen Form and Report Form", filling in, your visual data through security cameras, via the wi-fi we provide to our guests. In case you use fi internet infrastructure, Internet Access Registration Logs (Visitors accessing the internet through the University network), IP address information, Website login and exit information, System and Application User Account Information (Visitors' usernames, e-mail accounts, last login dates, By automatic or non-automated methods such as IP information, etc., collecting visitor information. can be collected.

5- What Are Your Rights As a Relevant Person Enumerated in Article 11 of the KVK Law?

The rights of real persons whose personal data are processed pursuant to Article 11 of the KVK Law are as follows;

- Whether personal data is processed learning,
- If personal data has been processed, request information about it don't,
- The purpose of processing personal data and whether they are used in accordance with the purpose learning,
- To learn whether personal data is transferred at home or abroad, and if so, to know the third parties to which it is transferred,
- Requesting correction of personal data if it is incomplete or incorrectly processed, and the process carried out in this context to the third party to which the personal data is transferred. notify people don't want,
- Requesting the deletion or destruction of personal data in the event that the reasons requiring processing disappear, although it has been processed in accordance with the provisions of the KVK Law and other relevant laws, and to notify the third parties to whom the personal data has been transferred. don't want,
- Objection to the emergence of a result against the person himself by analyzing the processed data, especially through automated systems don't,
- To request the compensation of the damage in case of loss due to unlawful processing of personal data.

application for your rights listed above, which includes the necessary information to identify you and your explanations about your right to exercise the rights specified in Article 11 of the KVK Law , by filling out the Application Form on the website of www.nevsehir.edu.tr , and a signed copy of the form in 2000 Evler Mahallesi. You can personally send it to Zübeyde Hanım Caddesi 50300/ Nevşehir with documents identifying your identity, send it to your e-mail address via e-mail or other methods specified in the KVK Law, or send the relevant form with secure electronic signature to nevsehiruniversitesi@hs01.kep.tr . You can check <https://bidb.nevsehir.edu.tr/tr/kvkk> for more information about the application route, methods and the content of the application.

We report as "Data Controller" within the scope of KVK Law.

Regards,

Nevşehir Hacı Bektas Veli University

Address: 2000 Evler Mahallesi Zübeyde Hanım Caddesi 50300/

Nevşehir Tel: +90 384 228 10 00

Fax: +90 384 228 10 37

E-Mail: nevuguvencilik@nevsehir.edu.tr

6698 Sayılı Kişisel Verilerin Korunması Mevzuatı Uyarınca Ziyaretçi Aydınlatma Metnini Okudum ve Anladım.

6698 Sayılı Kişisel Verilerin Korunması Mevzuatı Uyarınca Ziyaretçi Aydınlatma Metninde açıklanmış olan kısımlardan aşağıda belirttiğim hususlarda tarafıma daha detaylı açıklama yapılmasını talep ediyorum.

Taleplerinizi buraya yazınız:

18. filled in by the Relevant Person/legal representative for persons under the age of

Name and surname :

History :

Signature :

Note: Proof of being a legal representative must be submitted.

	STATEMENT OF EXPRESS CONSENT	Document number:	KVKK.05
		Release date	17.10.2018
		Rev. No:	one
		Rev. Date:	26.07.2019

Open Consent Declaration Form

..... The
pers
onal data I have given to your relevant University; It is allowed to be processed, used, shared
and published between your University and other relevant parties in accordance with the
procedures and principles specified in the Law on Protection of Personal Data No. 6698. I
give.

Name and surname	
TC Identification number	
History	

Signature	
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