



SENSITIVE DUTIES LIST FORM

No.	SENSITIVE DUTIES	RISKS (Consequences of Failure to Perform the Duty)	RISK LEVEL*	CONTROLS / MEASURES** (Required Precautions)	PERIOD FOR PERIODIC REVIEW OF THE DUTY	TITLE / FULL NAME OF PERSONNEL ASSIGNED TO SENSITIVE DUTY
1	Conducting personnel investigations	Unjust punishment or overlooking persons who should be subject to disciplinary action, and abuse of duty	High	When a review or investigation is required, assigning competent personnel in the relevant field and initiating the procedures immediately; taking the necessary action following the conclusion of the investigation	If identified	Yasin CANVERDİ, Özlem SAKLICA
2	Referring documents to the relevant persons in a timely manner and responding to time-limited correspondence on time	Disruption of procedures that must be carried out by the institution, damage to the institution's reputation, and personal and institutional losses	Medium	Reviewing incoming and outgoing documents at regular intervals; planning and finalizing documents that depend on a process; specifying detailed duties and procedures when assigning personnel; preventing disruption by assigning backup personnel	At the time of the procedure	Yasin CANVERDİ
3	Obtaining personnel contact information for the preparation of attendance certificates	Disclosure of personnel information and acting in violation of the Personal Data Protection Law	High	Having the declaration form concerning the Personal Data Protection Law signed	At the time of the procedure	Yasin CANVERDİ, Özlem SAKLICA

* Risk level shall be determined as High, Medium, or Low according to the nature of the duty and the identified risks.

** Required Controls and Measures

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