



INTERNATIONAL EUROPEAN UNIVERSITY

Regulations On the Procedure for Processing and Protection of Personal Data

Approved by the Academic Council
of International European University
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Chair of the Academic Council
of International European University
Oleh PADALKA
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<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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I. GENERAL PROVISIONS

1.1. The Regulations are developed in accordance with the Law of Ukraine On Protection of Personal Data dd. June 1, 2010, No. 2297-VI, the Law of Ukraine On Access to Public Information dd. June 13, 2011, No. 2939-VI, the Standard Procedure for Processing Personal Data approved by the Order of the Ukrainian Parliament Commissioner for Human Rights dd. January 8, 2014, No. 1/02-14, the State Standard of Ukraine, DSTU 3396.2-97.

1.2. These Regulations govern relations related to the processing and protection of personal data (hereinafter referred to as PD) as part of activities of International European University (hereinafter referred to as the University).

1.3. The requirements of these Regulations apply to applicants, students, employees, the University administration and representatives of authorities inspecting University activities, including its structural units.

1.4. The purposes of these Regulations are to determine the procedure for processing PD at the University, protect the rights and freedoms of PD subjects when processing their personal data, to set the responsibility of officials who have access to PD for failure to comply with the requirements of regulatory documents governing the processing and protection of PD.

II. REQUIREMENTS FOR THE PROCESSING OF PERSONAL DATA

2.1. The purposes of personal data processing shall be consistent with the purposes of University activities stipulated by the legislation of Ukraine.

2.2. The purposes of personal data processing at the University are to ensure the implementation of:

- relations in education and science;
- labor relations;
- administrative, legal, tax and accounting relations;
- relations in economic activities;
- other relations requiring the processing of personal data.

2.3. Personal data subjects are:

- University employees who have been hired;
- students, trainees, postgraduates, doctoral students enrolled in the University.

2.4. The database of personal data of employees contains information on their full name, date and place of birth, place of registration, home and mobile phone, e-mail address, number, issuing authority and issuance date of the identity document (for a person who has applied for recognition as a refugee or a person in need of complementary protection and who does not have identity documents – a certificate of application for protection in Ukraine); taxpayer identification number (if applicable) or series (if applicable) and passport number (for persons who, due to their religious beliefs, refuse to accept the taxpayer identification number and have notified the relevant supervisory authority and have a note in their passport); unique record number in the Unified State

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Demographic Register; nationality; gender; series, number, issuing authority and issuance date of the document on education (academic degree) of the person with information on the level and degree of education, profession, specialty and specialization, thesis topic, series, number, issuing authority and issuance date of the document on academic title with information on the full name of the higher education institution, the decision of the Academic Council, the Department awarding the academic title, place of work with information on the position, faculty, department, qualification category of the position, employment status of the position, work experience, including continuous, academic and/or scientific and/or teaching work, date of employment; academic disciplines taught by the lecturer, the number of lecture hours for each, information on advanced training, state awards and honorary titles, research activities; marital status, military service and military registration data; work experience; salary; bank account details, etc.

2.5. The database of personal data of applicants, postgraduates and doctoral students contains information on identification data (full name); date of birth; type, series, number, issuing authority and issuance date of the identity document; taxpayer identification number; e-mail address; information on the External Independent Testing Certificate; information about entrance examinations; participation in admission campaigns to education institutions; special conditions for participation in competitive selection for higher and professional pre-higher education stipulated by the admission rules of education institutions approved in accordance with the procedure stipulated by the Law of Ukraine; nationality; gender; series, number, issuing authority and issuance date of the person's document on education with information about the level and degree of education, profession, specialty and specialization obtained by the person; enrollment, expulsion. Interruption of studies, re-admission and transfer; bank account details.

2.6. Personal data shall be processed in accordance with the Law of Ukraine On Protection of Personal Data and these Regulations.

2.7. The database of personal data of employees and students, trainees, postgraduates and doctoral students of the University is stored at the HR Department, the Unified State Electronic Database on Education, in databases of the Accounting Department, Dean's offices and the Admissions Committee.

2.8. Personal data shall be processed in information systems only after authorization of employees. Access to persons who have not passed the identification procedure shall be blocked.

2.9. Information about the personal life of an individual shall not be used as a factor confirming or refuting his/her business qualities.

III. GROUNDS FOR THE RIGHT TO PROCESS PERSONAL DATA, PRINCIPLES AND PURPOSES OF THEIR PROCESSING

3.1. Personal data processed in University's personal data bases are obtained from a person from documents issued in his/her name, documents signed by him/her, as well as from information provided by the person about himself/herself.

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3.2. Personal data, regardless of the content, methods and form of data processing, application of general or special processing requirements, as well as regardless of the degree of connection with an individual, shall be processed in accordance with the principles of personal data processing stipulated by the legislation of Ukraine:

- lawfulness: personal data shall be processed only on legal grounds;
- compatibility: personal data shall be obtained for specific legitimate purposes and processed in accordance with them;
- adequacy and redundancy: personal data shall comply with the purposes of processing;
- accuracy: personal data shall be accurate and up-to-date;
- term storage: personal data shall not be stored longer than necessary;
- observance of the rights of an individual: personal data shall be processed in compliance with the rights of the personal data subject, including the right to access them;
- security: personal data shall be processed in compliance with data protection requirements;

3.3. Personal data shall be processed only with the consent of the personal data subject, unless such consent is not required by Law.

3.4. Consent to the processing of personal data shall be voluntary. Consent shall be provided in writing or in electronic form. Documents (information) confirming the consent to the processing of personal data shall be stored during the processing of such data.

IV. PROTECTION OF PERSONAL DATA

4.1. The University takes measures to ensure the protection of personal data at all stages of its processing.

4.2. The University independently determines the list and composition of measures aimed at the security of personal data processing, taking into account the requirements of the legislation in personal data protection and information security.

4.3. The protection of personal data includes measures aimed at preventing their loss or destruction, unlawful processing, including unlawful destruction or access to personal data.

4.4. Employees who have access to personal data shall give a written commitment not to disclose personal data.

4.5. The date of granting the right of access to personal data shall be the date of submission of the obligation by the relevant employee.

4.6. The date of deprivation of the right of access to personal data shall be the date of dismissal of the employee.

4.7. Personal data, depending on the method of their storage (paper, electronic media), shall be processed in such a way as to prevent access to them by unauthorized persons.

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V. RESPONSIBILITY FOR THE SAFETY OF PERSONAL DATA

5.1. The responsibility for the safety of personal data bases and the provision of information to third parties falls on services that collect, store and process personal data at the University.

5.2. The responsibility for observance of the rights of personal data subjects at the University falls on the Head of the HR Department.