

## **PROTECTION OF THE UL USERS´ PERSONAL PARTICULARS**

### **I. GENERAL STIPULATION**

1. The UL operates its information system under Law Act No. 428/2002 Coll. on the Protection of Personal Particulars as amended (hereinafter the "Act").
2. A personal particular under Section 3 of the Act is the particular pertaining to the specific person, whose identity may be ascertained from their personal particulars directly or indirectly. In terms of the UL, these are predominantly represented by the address and identification particulars of the user or those pertaining to their loans or any other transactions. In processing the personal particulars, the UL observes the law, the Library Regulations as amended, and other generally binding legal regulations. Personal particulars are processed by the UL own employees in a manual or automated mode. The UL only processes truthful and precise personal particulars, which it verifies for the purpose.

### **II. PURPOSE OF PROCESSING THE READER´S PERSONAL PARTICULARS**

- a) rendering the services to readers in such a way that the UL may effectively contact the user in cases as specified by the Library Regulations or in those applied for by the reader themself;
- b) keeping accurate registration of all the transactions made in relation to the user, mainly on the loans made, the subject of the same, commencement and termination of the loan, by making use of the system tools, these being registered by the UL employees in individual transactions;
- c) quality surveillance of the services rendered and inspection of the reasons for complaints lodged by the users;
- d) statistical assessment of the UL performance, especially of lending activities and assessing the same for effective acquisition and administration of the library collection;
- e) protection of the property from acquired from endowment, subsidy, grant and non-budgetary sources, especially from the book collection specified for out-of-library lending outside the premises of the UL;
- f) performing the duties following from the generally binding regulations, specifically:
  - a. Law Act No. 183/2000 Coll. on Libraries
  - b. Law Act No. 431/2002 Coll. on Accounting
  - c. Law Act No. 383/1997 Coll. as amended (copyright law)

### **III. EXTENT OF THE USER´S PERSONAL PARTICULARS PROCESSED**

1. The UL processes the following basic identification particulars of the user:
  - name and surname;
  - address of their permanent residence;
  - date of birth;
  - type and No. of personal ID card, which verifies the identity of the user and correctness of the identification data or the country having issued the document, if the user happens to be a foreign national.
2. The user is obliged to enter the above particulars in the registration during their processing in the UL, provided they wish to make full use of the services offered. The UL verifies the basic identification particulars against such valid personal identity papers issued by state administration bodies and self government bodies, against which any and all identification particulars may be verified. The identity card is one of such papers with the citizens of the Slovak Republic. The UL verifies the basic identification particulars at registration, in extending the validity of the reader´s ID card, and with any other change in any of the above given identification particulars already verified. Due to protection and effective exploitation of the library collection, the UL is mindful of avoiding multiple registration of a single user, which is why prior to every registration of a new user, the respective employee verifies any eventual duplicity of the record in the users´ database against the already available personal particulars.

3. Other contact particulars of the user:
  - academic degree;
  - temporary or contact address;
  - e-mail;
  - employer, school, faculty.
4. Data on education and occupational skills
  - Publications with specific categories of users
5. Service indications:
  - record of offences committed by and bans issued against the user , affecting the conditions of extension or cancellation of the user's ID card.

#### **IV. MODE OF PROCESSING AND SAVING THE USER'S PERSONAL PARTICULARS**

1. In original papers:
  - Application form to become a user

This paper is deposited in lockable boxes during the time of validity of the user's ID card. A new application is processed in case any change occurs in any of the personal particulars. The original application form shall be liquidated. Access to those papers is only reserved to those employees whose job description contains work with personal papers.
2. In the computer database:
  - Database of the UL users
  - a) documents basic identification data of the user, their other contact data, and service indications;
  - b) is deposited in the service server of the UL; Access to the database is protected by the system of access accounts, passwords, and rights determined within the extent as required for the tasks to be performed by individual UL employees. The data saved in the database are moreover protected by the system of safety copies saved outside the premises, in which the server is stationed.

#### **V. DUTIES OF THE EMPLOYEES IN PROCESSING THE PERSONAL PARTICULARS OF THE UL USERS**

1. All of the UL employees are obliged to process the personal particulars exclusively within their scope of work and tasks imposed on them by senior officials in charge within the above extent and purpose and in accordance with stipulations of the respective Law Act, the respective bylaws and other binding regulations.
2. The UL employees are obliged:
  - a) to be particular about correctness of personal particulars processed and verify these against the papers meant for the purpose;
  - b) to beware any behaviour that might lead to unauthorised access by a third person to personal particulars of the UL users;
  - c) to immediately report to their superior any complaint filed by the user orally or in writing in respect of the protection of their personal particulars;
  - d) keep secret on any personal particulars and safety measures even after the termination of employment with the UL.
3. The UL employee is prohibited:
  - a) to give out to anybody their passwords to the UL network or information system;
  - b) to give out to unauthorised persons any information on safety measures adopted for the protection of library collections;
  - c) to enable unauthorised persons to get around the premises where personal particulars are processed and saved;
  - d) to utter aloud personal particulars in the UL publicly accessible premises, unless the person concerned explicitly asks that this be done;
  - e) to enable viewing by unauthorised persons the papers and computer monitor carrying personal particulars of other users.

4. Violation of the above duties on the part of the UL employees shall be viewed as breach of discipline and resolved in accordance with the respective stipulations of the Labour Code.

## **VI. LIQUIDATION OF PERSONAL PARTICULARS**

1. The UL processes personal particulars as of the date of user's having signed in the UL the application form to become a user, whereby the latter manifests their agreement with processing their personal particulars. The UL shall save the user's personal particulars until the user applies in writing for cancelling the same or until the period of 2 years of the validity of their user's ID card will have elapsed, the user having had no obligations toward the UL. If the user applies for suspension of processing their personal particulars or the above period of time elapses, while complying with the above conditions, the UL shall consider the contractual relationship terminated and shall liquidate the respective personal particulars:
  - by discarding the original papers – application form to become a reader and reader's ID card shall be physically liquidated under the UPJŠ Filing Department Rules.
  - by deleting the data contained in the UL users' database – name, surname, date of birth, address of residence – shall be deleted and no longer usable.
2. Safety copies containing the users' personal particulars are only accessible to a limited number of the UL employees who have been authorised by a decree in writing issued by the UL director.
3. Should the user find out that obligations have been violated on the part of the UL, the former shall become entitled to demand from the UL that immediate remedy be made or apply with the Office for the Protection of Personal Particulars that remedial steps be undertaken.

In Košice on 15th October 2006

Mgr. Daniela Džuganová  
Directress