



Guarantor: Center of Information and Communication Technologies UPJŠ

Košice 17/04/2020

Ref.: REK000231/2020-UPA/1251

Rector's Decision No. 10/2020

on stating the conditions for the production and archiving of the sound recordings of state examinations carried out via videoconference

In accordance with Section 15 (1) m) of the Law No. 131/2002 Coll. on Higher Education and on Changes and Supplements to Some Laws as amended, and following the provisions of the Rector's Decision No. 8/2020 issuing guidelines for the implementation of the provisions of the Study Rules of Procedure at Pavol Jozef Šafárik University in Košice for the 1st, the 2nd, and the Conjunct 1st and 2nd Levels of Study at a time of a crisis situation during the implementation of the measures of the Government of the SR in order to prevent the spread of COVID -19 disease, I hereby

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the following decision on stating the conditions for the production and archiving of the sound recordings of state examinations carried out via videoconference.

1. The Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "University") or the faculty at which the study program is implemented, ensures the production and archiving of the audio recording of the state examinations, which were performed via videoconference (hereinafter referred to as "recording").
2. Each participant of a state examination shall be, before its commencement, demonstrably notified about the production and subsequent archiving of a sound recording by e-mail or other verifiable form in advance. The chairman of the state examination commission is responsible for the production of the recording as well as for informing the participants of the state examination. An example of the Information Sheet represents Appendix no. 1 of this Decision.
3. The recording shall be archived for three months following the end of the crisis situation. After this period, the university, or the faculty will ensure the deletion of the recording.
4. The archiving and deletion of the recording is ensured by the administrators of the computer network of the faculty or university workplace according to Article 6 point 6.2 of the Rector's Decisions no. 12/2018, issuing the Operational Regulations of the SAUNET Computer Network at the Pavol Jozef Šafárik University in Košice and its units.
5. During the archiving period a natural or legal person may request the rector or the dean to make the recording available. The applicant shall state in his application the exact identifier of the state examination, the record of which he requests to be made available.

6. Based on the rector's/dean's consent to the recording being made available, the network administrator shall notify the applicant about the means of releasing the recording, in particular its date and location.
7. A registry of release of the recording shall be prepared. An example of the Registry of Release represents Appendix no. 2.
8. The applicant shall not create any video or audio recording, while the recording is made available.

Concluding Stipulations

This decision shall enter into force and effect on the day of its signing by the rector of the Pavol Jozef Šafárik University in Košice.

Prof. RNDr. Pavol Sovák, CSc.
Rector

Appendix No. 1 to the Rector's Decision No. 10/2020

Information obligation where personal data relating to a data subject are collected from the data subject according to Article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as 'GDPR').

The operator, who processes your personal data, is the Pavol Jozef Šafárik University in Košice, with its registered office at Šrobárova 2, 041 80 Košice, Slovak Republic, ID number: 00 397 768 (hereinafter referred to as "UPJŠ"). UPJŠ has the status of a public higher education institution under the Law No. 131/2002 Coll. on Higher Education and on Changes and Supplements to Some Laws as amended, which is considered to be the operator even in those cases, where your personal data are processed by the faculties of UPJŠ and /or the university workplaces of UPJŠ. When using the Teams platform from Microsoft, this company is an intermediary in the processing of personal data.

Purpose of personal data processing: Fulfillment of duties and tasks of UPJŠ as a public university. The legal basis for the processing of personal data is the fulfillment of legal obligations under Article 6 (1) c) and tasks in the public interest within the meaning of Article 6 (1) e) GDPR – conducting public state examination. UPJŠ makes the audio recording available to the public for a hearing based on a request.

Retention period: the operator shall archive and store the personal data of the data subject for a period determined by the applicable legislation and internal regulations of the operator. The recording shall be archived for three months following the end of the crisis situation. After this period UPJŠ will ensure the deletion of the recording.

Our actions do not involve automated individual decision-making and profiling. We do not intend to transfer personal data to a third country or international organization.

As a data subject you have your rights set out in the GDPR Regulation when processing your personal data. You can exercise your rights at our responsible person in a form of an application either electronically or in writing: zodpovedna-osoba@upjs.sk

As a data subject, you have in particular:

- 1) the right to request access to the personal data under Article 15 of the GDPR Regulation that we process about you. This right includes the right to obtain a confirmation from UPJŠ as to whether or not personal data concerning you are being processed, the right to access this data, and the right to obtain a copy of the personal data that we process about you, if it is technically feasible;
- 2) the right to rectify and complete personal data under Article 16 of the GDPR Regulation, if we process incorrect or incomplete personal data about you;
- 3) the right to delete your personal data under Article 17 of the GDPR Regulation;
- 4) the right to restrict the processing of personal data under Article 18 of the GDPR Regulation;
- 5) the right to data portability under Article 20 of the GDPR Regulation.

As a data subject you also have the right to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection under Section 100 of Act no. 18/2018 Coll. on the protection of personal data and on amendments to certain acts, as amended.

More information about your rights can be found at <https://www.upjs.sk/verejnost-media/informacie-pre-verejnost/ochrana-osobnych-udajov/>

Appendix No. 2 to the Rector's Decision No. 10/2020

**Registry
of release of the sound recording from the public part of the state examination**

Computer network administrator

Workplace:

.....

Name and surname, academic title:

Provided data:

Recording of state examination held on.....

Student (name and surname)

Faculty/university workplace.....

Field of study.....

Applicant:

Name and surname:

Address:.....

In Košiciach on:.....

Administrator's signature.....