

PERSONAL DATA PROTECTION

Pavol Jozef Šafárik University in Košice (hereinafter UPJŠ“) is an operator that processes personal data.

UPJŠ is considered the operator even in cases where your personal data is processed by UPJŠ Faculties and/or independently managed constituents of UPJŠ (e.g. dormitories, libraries, purpose-built facilities, etc.). The operator has the status of a public university in pursuant to Law Act No. 131/2002 Coll. on Higher Education Institutions and on the Amendment to Certain Law Acts as amended.

UPJŠ processes your personal data so that it can fulfil its obligations and tasks following to it as a public university from:

- from generally binding legal regulations;
- from legitimate or public interests that we pursue;
- from contractual relations.

IDENTIFICATION DATA OF THE OPERATOR

Pavol Jozef Šafárik University in Košice
Šrobárova 2
041 80 Košice
IČO: 00397768

Since 25 May 2018, Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC (General Data Protection Regulation), known as GDPR.

<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679>

CONTACT ON THE PERSON IN CHARGE

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If any entity processes personal data concerning you (obtains, retains, publishes or otherwise handles your data), you have the status of a data subject. Your rights in the processing of personal data are regulated in Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons in the processing of personal data and on the free movement of such data and in Law Act No. 18/2018 Coll. on the protection of personal data and on amendments to certain law acts (hereinafter referred to as "Law Act No. 18/2018 Coll.").

- The right of access
- The right to rectification
- The right to erasure (to be forgotten)
- The right to restriction of processing

- The right to data transferability
- The right to object
- • The right to withdraw
- • The right to file a motion to initiate proceedings on personal data protection

PERSON IN CHARGE

The above-mentioned rights (except for the right to submit a motion to initiate personal data protection proceedings under the authority of the Personal Data Protection Office of the Slovak Republic) may be exercised by e-mail or in writing by post to the person in charge of the supervision over the processing of personal data at the University. In order to accept the application for the exercise of rights, it is necessary to sufficiently identify the applicant, clearly specify the subject of the application and sign the letter of application. The operator may request the provision of additional information necessary to confirm the identity of the person concerned if he/she has legitimate doubts concerning the identity of the natural person submitting the letter of application.

The person in charge may also be notified of the leakage of personal data or other significant facts related to the processing of personal data by Pavol Jozef Šafárik University in Košice.

For what purposes do we process your personal data? On what legal grounds are your personal data processed?

- 1) Study purposes (managing and providing the study)
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 2) Issuance of study cards
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 3) Provision of food and accommodation
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 4) Academic self-government
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 5) Fulfilling the duties and tasks of a public university
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 6) Library and information purposes (University Library)
Observance of legal obligations (Article 6(1)(c) GDPR) and tasks in the public interest (Article 6(1)(e) GDPR)
- 7) Alumni purposes
Performance of contractual obligations, including pre-contractual relationships (Article 6(1)(b) GDPR)
- 8) Personnel and payroll purposes
Observance of legal obligations (Article 6(1)(c) GDPR)
- 9) Processing of accounting documents (accounting and tax purposes)
Observance of legal obligations (Article 6(1)(c) GDPR)
- 10) Inspection mechanisms of the employer
Legitimate interest (Article 6(1)(f) GDPR): checking the compliance with work discipline
- 11) Making and performing contracts with natural persons
Observance of contractual obligations, including pre-contractual relations (Article 6(1)(b) GDPR)

12) Protection of property, safety, and health

Legitimate interest (Article 6 paragraph 1 subparagraph f) GDPR): protection of property, order, and security

13) Litigation (proving, exercising and defending legal claims) and legal agenda

Legitimate interest (Article 6(1)(f) GDPR): proving, exercising and defending legal claims

14) Sending marketing communication (newsletter)

Consent (Article 6 paragraph 1 subparagraph a) GDPR) or Legitimate interest (Article 6 paragraph 1 subparagraph f) GDPR) in connection with Section 62 paragraph 3 of Law Act No. 351/2011 Coll. on Electronic Communications.

15) Raising awareness of the university (marketing purposes)

Legitimate interest (Article 6(1)(f) GDPR): raising awareness of the university. Article 6 paragraph 1 subparagraph a) GDPR – the consent of the person concerned, if it is more appropriate or explicitly necessary due to the circumstances

16) Handling of complaints

Observance of legal obligations pursuant to Section 13 paragraph 1 subparagraph c) "aw Act No. 18/2018 Coll.

17) Observance of legal obligations

Observance of legal obligations (Article 6(1)(c) GDPR)

18) Performance of duties related to registry management

Observance of legal obligations (Article 6 paragraph 1 subparagraph c) GDPR), Article 89 GDPR and Article 9 paragraph 2 subparagraph j) GDPR for special categories of personal data.

Article 89 GDPR in connection with Law Act on Archives and Registries

19) Ensuring information and cyber security

Observance of legal obligations (Article 6 paragraph 1 subparagraph c) GDPR), especially in connection with obligations under Article 32 et seq. GDPR

20) Management of digital identities of users of electronic (network and information) services of the University

Legitimate interest (Article 6(1)(f) GDPR).

21) Journalistic purposes

Performance of tasks in the public interest (Article 6 paragraph 1 subparagraph e) GDPR) in connection with Section 78 paragraph 2 of Law Act No. 18/2018 Coll.

22) Academic, artistic, and literary purposes

performance of important tasks in the public interest (Article 6 paragraph 1 subparagraph e) GDPR) in connection with Section 78 paragraph 1 of Law Act No. 18/2018 Coll.

23) Statistical purposes

Performance of tasks in the public interest (Article 6(1)(e) GDPR), Article 89 GDPR, Article 9 paragraph 2 subparagraph j) GDPR for special categories of personal data

24) Scientific research and projects (project management)

Performance of tasks in the public interest (Article 6(1)(e) GDPR), Article 89 GDPR and Article 9 paragraph 2 subparagraph j) GDPR for a special category of personal data

25) Voluntary disclosure of personal data

Consent of the person concerned (Article 6(1)(a) GDPR).

If consent is the legal basis for the processing of personal data, the data subject may withdraw his/her consent at any time without affecting the legality of the processing based on the consent granted before its withdrawal. The provision of personal data is voluntary and failure to provide personal data has no negative consequences on the rights of the person concerned or the services provided by the Operator.

If making or performing a contractual relationship is the legal basis for processing the personal data of the person concerned, the provision of personal data is a requirement that is necessary for making a contract. Failure to provide personal data may result in failure to enter into a contractual relationship between the person concerned and the Operator.

If the performance of the legal obligation of the Operator is the legal basis for processing the personal data of the affected person, the provision of personal data of the person concerned is a legal requirement. Failure to provide personal data of the person concerned may result in failure to meet legal requirements resulting from special regulations.

If the legitimate interest of the Operator is the legal basis for the processing of personal data, the data subject is obliged to tolerate this processing, with the exception of cases where the interests or fundamental rights and freedoms of the data subject prevail over such interests. The person concerned shall have the right to object to the processing of personal data at any time.

To whom do we provide your personal data?

Various groups of entities to whom we provide your personal data most often are the recipients of the personal data of the persons concerned in the context of observing our legal obligations and/or they are our own UPJŠ employees with whom you come into contact as the persons concerned.

External recipients of personal data include:

- Carriers in road transport, public transport, railway transport
- Foreign universities providing mobility programmes to UPJŠ students
- Institutions of the European Union
- Organisations financing some student mobility programmes
- International organisations and international networks of cooperating universities, of which UPJŠ is a member
- State authorities exercising their powers in the field of education
- Scientific institutions
- Civic associations
- Companies providing technical support for information systems without performing processing operations with personal data, but with the actual possibility of familiarising themselves with the content of the data
- Companies participating in scientific research projects in incubators or science parks
- Companies participating in scientific research activities
- Mail carriers and postal companies
- Lawyers
- Notaries
- Distainers
- Auditors

How long do we retain your personal data?

We retain personal data for as long as it is necessary for the purposes for which the personal data is processed. In general, the retention period results from legal regulations. If it does not follow from the legal regulations, we always determine the retention period of your personal data in relation to specific purposes through our internal regulations and/or our Registration

Rules and UPJŠ Registration Plan pursuant to Law Act No. 395/2002 Coll. on Archives and Registries and on Amending Some of the Law Acts as amended.

We process students' personal data during their studies at UPJŠ and subsequently for 50 years after the completion of their studies as part of the Student Register (Section 73 paragraph 9 of Law Act on Higher Education Institutions).

In the case of employees, we process personal data during the contractual relationship and subsequently until the expiration of the statutory periods for document retention, usually 5 to 10 years, in some cases up to 70 years from the employee's birth.

With business partners, we process personal data for the duration of the contractual relationship and subsequently for the period required by special legal regulations (e.g. 10 years for accounting purposes, 10 years for tax purposes). Unless a special legal regulation stipulates a longer retention period, we usually retain your personal data for five years after the termination of the contractual relationship.

We retain camera recordings for 15 days.

If we process your personal data on the basis of consent, we are obliged not to process the personal data any further for the given purpose after its withdrawal. However, this does not rule out that we may continue to process your personal data on another legal basis, especially if it concerns the observance of legal obligations.

You may find more information on the periods during which we store personal data in our Registry Plan.

Is there automated processing of personal data with legal effect and/or other significant impact on you?

Automated individual decision-making within the meaning of Article 22 GDPR may occur in the event of:

CHECKING THE ORIGINALITY OF THE GRADUATION THESIS	
Procedure employed	Anti-plagiarism software that scans publicly available sources and thus obtains a huge amount of data from other theses and professional publications from abroad into the register, while this software evaluates the degree of conformity of the graduation thesis with other theses in the register.
Meaning	Correct determination of the percentage of conformity of the assessed graduation thesis with other final and academic theses within the framework of observing the legal obligations of the public higher education institution.
Anticipated consequences	Percentage match decision (positive / negative). Negative: not admitting the theses showing signs of plagiarism for defence.

Cookies

Cookies are small text files that improve the use of the website, e.g. by making it possible to recognise previous visitors when logging into the user environment, by remembering the visitor's choice when opening a new window, measuring website traffic or the way it is used for its user improvement. Our website uses cookies mainly for the purpose of ensuring the functioning of the website and basic measurement of its traffic. You may prevent these files from being retained on your device at any time by setting your web browser. The setting of your browser is in accordance with Section 55 paragraph 5 of the Electronic Communications Law Act, considered as your consent to the use of cookies on our site. However, by blocking cookies, you may restrict the functionality of some websites (especially if login is required).

Social networks

We recommend that you familiarise yourself with the privacy protection terms and conditions of the providers of the social media platforms through which we communicate. Our privacy policy only explains basic issues regarding the management of our profiles. We only have typical administrator rights when processing your personal data through our profiles. We assume that by using social networks you understand that your personal data is primarily processed by social network platform providers and that we have no control over this processing nor are we accountable for it, for the further provision of your personal data to third parties and the cross-border transfer to third countries carried out by these social network platform providers.