# Annex No. 3 to Rector's Decree No. 10/2016 - the UPJŠ in Košice University Library Regulations



**PROTECTION OF PERSONAL DATA FOR USERS OF THE UNIVERSITY LIBRARY IN KOŠICE**

## I. GENERAL PROVISIONS

1. Pavol Jozef Šafárik University in Košice, Šrobárova 2, 041 80 Košice, CRN: 00397768 is the Information System Operator for the persons concerned - the users of the UPJŠ University Library in Košice (hereinafter referred to as the "UL") and containing their personal data.
2. Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the Protection of Individuals 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 (hereinafter referred to as GDPR") **personal data** shall be any information concerning an identified or identifiable natural person (hereinafter referred to as "the person concerned"); the identifiable natural person is a person who may be identified directly or indirectly, in particular by reference to an identifier such as name, identification number, localization data, an online identifier, or a reference to one or more elements that are specific to that natural, physiological, genetic, mental, economic, cultural or social identity of that natural person..

In the UL terms, these are primarily the user's identification and contact details or the data on his/her borrowing history or other transactions. The UL shall proceed in processing personal data pursuant to the GDPR, Law Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments to Certain Law Acts (the "Law Act"), the UL Library Code and its Annexes and other generally binding regulations. Personal data shall be handled by UK employees in a manual or automated manner. The UL shall handle only true and accurate personal data that is verified for that purpose.

 **II. SCOPE OF THE USER PERSONAL DATA PROCESSED**

1. The UL shall process the user's personal data to the following extent:

 *Identification data*

* + name and surname;
	+ academic degree;
	+ address of permanent residence;
	+ address of temporary residence;
	+ date and place of birth;
	+ type and number of the proof of identity;
	+ PIC card/user ID number;

*Contact data*

* + e-mail;
	+ Phone number;

*Service data*

* + summary of borrowings;
	+ summary of reservations;
	+ summary of notices;
	+ summary of fees.

1. The user shall be required to enter the identification data when processing them in the UL registry, if s/he wants to use the UL services in full. Identification data are validated by the UL based on valid proofs of identity. For citizens of the Slovak Republic, such a proof is usually a citizen's card. The user identification data is verified by the UL upon registration, every time the validity of the UL Reader's Card is extended, and whenever any of the above data changes. The UL, in order to protect and expedite the use of the library collections ensures that there is no multiple registration of a single user and therefore, prior to each registration of the new user, the relevant employee shall verify the duplicity of the record in the user database according to available personal data.

##  III. PURPOSE OF USER PERSONAL DATA PROCESSING

The UL shall process personal data to keeping users registered, providing library, information, and other services to users, informing the users on the services and library ventures, and protecting both property and Library. Contact details shall be used by the UL for better communication with the user, and the user shall not be required to provide these data.

## IV. METHOD OF PROCESSING AND STORING the USER PERSONAL DATA

1. In the original documents:

 User application for registration at the UPJŠ in Košice University Library. This document shall be kept in lockable cabinets for the duration of the registration and for 2 years thereafter. When changing any personal information, a new application shall be made. The original application shall be discarded according to Rector's Decree No. 8/2017, which publishes the Registry Code of UPJŠ and its components (hereinafter referred to as the "Registry"). Access to these documents is restricted to employees who work with the documents as part of their job duties.

1. In a computer database:

 The UL user database

(a) documents the user's identification data, user contact details, service data, and user information on their borrowings.

(b) is kept in a reserved UL server; access to this database is protected by the system of access accounts, passwords and rights set to the extent necessary for the tasks of individual UL employees. The data kept in the database is also protected by a security copy system that is stored outside of the server space.

## V. TIME OF KEEPING THE PERSONAL DATA BY THE USER

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The UL shall keep the users' personal information from the time the user signs in the UL for user registration. The user's personal data is retained by the UL for as long as the user applies for written cancellation or until the expiry date of 2 years of the User's Card has expired and the user has no commitment to the UL. If the user requests termination of processing of his or her personal data or if the aforementioned deadline expires in the fulfilment of the above conditions, the UL shall consider the contractual relationship to be terminated and shall discard the personal data by performing any of the following:

* + destroying the original documents - the user's application and the user's card shall be physically destroyed according to the rules of the register code;
	+ deleting the identification data in the UL user database (anonymization).

##  VI. EMPLOYEES' OBLIGATIONS RELATING TO THE PROCESSING OF PERSONAL DATA BY

##  THE UL

1. All of the UL employees shall be required to process personal data solely within the scope of their job description and the tasks assigned to them by their senior staff to the extent and purpose as above.
2. The UL staff shall be required to comply with the following:
3. ensuring the accuracy of the personal data processed and verifying them in accordance with

the documents provided for that purpose;

1. refraining from any conduct that might lead to unauthorized third party access to personal

data of the UL users;

1. maintaining confidentiality of personal data and security measures even after termination of

employment in the UL.

1. The UL staff shall not be allowed:

(a) to communicate to anyone their access passwords to the UL network or information system;

(b) to inform unauthorized persons of the precautionary measures to protect the Library

 Collection;

(c) to allow the movement of unauthorized persons in the area where personal data are

 processed and kept;

(d) to loudly communicate personal data in UL public premises;

(e) to enable unauthorized access to documents and monitors of the computers, if they contain

 personal data of the UL users.

1. Breach of these UL employee's duties will be considered as a breach of employment discipline and dealt with in accordance with the Labour Code.

##  VI. USERS' RIGHTS AS PERSONAL DATA ENTITIES

The UL user shall be entitled to the following, upon written request from the Operator:

(a) to require access to his/her personal data;

(b) to require the correction, erasure or limitation of the processing of his/her personal data;

(c) to object to the processing of personal data,

(d) to transferability of his/her personal data;

(e) to withdraw his/her consent to the processing of personal data whenever personal data are processed on this legal basis,

 (f) the right to lodge a complaint with the supervisory authority; i.e. Office for Personal Data Protection of the Slovak Republic.

The above-mentioned rights of the UL user are specified in Articles 15 to 22 GDPR.

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 In Košice dated 25 May 2018

 PhDr. Daniela Džuganová, m. p.