

Accepted by

The scientific council of JASU

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Approved by

the Rector of JASU

Prof. Osmonov K. Zh.

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REGULATION

On the processing and protection of personal data at B. Osmonov Jalal-Abad State University

1. General Provisions

1.1. This Regulation on the processing and protection of personal data at B. Osmonov Jalal-Abad State University (hereinafter referred to as the Regulation) has been developed in accordance with the Constitution of the Kyrgyz Republic, the Labor Code, the Law of the Kyrgyz Republic "On Personal Data" and the legislation of the Kyrgyz Republic.

1.2. This Regulation determines the procedure for storing and using personal data processed at B. Osmonov Jalal-Abad State University (hereinafter referred to as the University), the purposes of processing personal data, the composition of the processed personal data, actions (operations) performed with personal data, as well as procedures aimed at preventing and detecting violations of the law, as well as eliminating the consequences of such violations.

1.3. The purpose of this Policy is to protect personal data processed at the University from unauthorized access and disclosure. Personal data processed at the University is confidential and protected information.

1.4. Confidentiality of personal data is removed in the following cases: when it is anonymized; upon expiration of the storage period; or in other cases provided for by law.

2. The concept and composition of personal data

2.1. Personal data processed at the University are any information relating to a person (subject of personal data) who is directly or indirectly identified or identifiable, including: their surname, first name, patronymic, year, month, day and place of birth, address, family, social and property status, education, profession, income, as well as information about facts, events and circumstances in the life of an employee, student and/or other subject of personal data, allowing them to be identified.

2.2. The operator of personal data is the University, which independently or jointly with other entities organizes and/or carries out the processing of personal data, and also determines the purposes of processing personal data, the composition of personal data to be processed and the actions (operations) performed with personal data.

2.3. "Processing of personal data" is any action (operation) or set of actions (operations) performed with personal data with or without the use of automated tools, including collection, recording, systematization, accumulation, storage, clarification (update, change), retrieval, use, transfer (distribution, transfer, access), depersonalization, blocking, destruction and erasure (hereinafter referred to as "processing of personal data").

Personal data processing at the University is carried out both with and without the use of automated tools.

2.4. Automated processing of personal data - processing of personal data using computer technology.

2.5. Dissemination of personal data - actions aimed at disclosing personal data to an unknown group of persons.

2.6. Provision of personal data - actions aimed at disclosing personal data to a specific person or group of persons.

2.7. Blocking of personal data - temporary suspension of the processing of personal data (except for cases when processing is necessary to clarify personal data).

2.8. Deletion of personal data – actions that result in the inability to restore the content of personal data in the personal data information system.

2.9. Anonymization of personal data means actions that make it impossible to determine whether personal data belong to a specific data subject without the use of additional information.

2.10. Personal data information system means the collection of personal data contained in databases and information technologies and technical means supporting their processing.

2.11. Publicly available personal data means personal data that is made available to the general public with the consent of the personal data subject or is not subject to confidentiality requirements in accordance with the law.

2.12. Confidentiality of personal data means the mandatory requirement of the University or another person who has access to personal data to prevent its dissemination without the consent of the personal data subject or other legal grounds.

2.13. The subjects of personal data at the University are:

- citizens applying for vacant positions, employees who have an employment relationship with the University, including those working part-time at the University, their relatives and their legal representatives (hereinafter referred to as "employees");

- All categories of students at the University (entrants, mid-level specialists, students of all forms of study (bachelor, specialist, master), residents, postgraduate students, doctoral candidates, candidates, students of advanced training courses, additional education programs, etc.), their relatives, including minors, their relatives and their legal representatives (hereinafter referred to as "students");

- as well as volunteers, donors, participants in events held by the University and other persons who have contractual relations with the University.

3. Purposes of personal data collection

3.1. The purposes of personal data processing at the University are determined based on the legal acts regulating the University's activities, the objectives of the University's actual activities, and the activities stipulated by the University's constituent documents.

3.2. Personal data is processed at the University by:

- 1) obtaining original copies of required documents;

- 2) copying original documents;
- 3) entering information into accounting forms (on paper and electronic media);
- 4) generating personal data during processing;
- 5) entering personal data into the University's information systems.

3.3. Personal data is processed with the written consent of the personal data subject, drawn up in accordance with these Regulations (Appendix 1).

4. Terms and Procedures for Processing the Personal Data of University Employees.

4.1. In order to ensure the rights and freedoms of individuals and citizens, the University is obligated to comply with the following general requirements when processing the personal data of employees and students:

1) the processing of employees' and students' personal data is carried out solely for the purposes of ensuring compliance with laws and other regulatory legal acts, assisting employees and students in finding employment, obtaining education, and advancing their careers, ensuring the personal safety of employees and students, monitoring the quantity and quality of work performed, and ensuring the safety of property;

2) when determining the scope and content of the personal data of employees and students to be processed, the University is guided by the Constitution, the Labor Code, and other laws of the Kyrgyz Republic;

3) the University obtains all personal data of employees and students directly from them. If the personal data of employees and students can only be obtained from a third party, the employee or student is notified of this in advance, and their written consent must be obtained. The University informs employees and students of the purposes, intended sources, and methods of obtaining personal data, as well as the nature of the personal data to be obtained and the consequences of the employee's or student's refusal to provide written consent to receive it.

4) The University shall ensure the protection of the personal data of employees and students from unauthorized use or loss at its own expense in accordance with the procedure established by law.

4.2. The provision by the subject of personal data of forged documents or false information upon employment or admission to study shall constitute grounds for termination of the employment contract or other agreement.

4.3. Each employee or student of the University shall sign a Consent to the Processing of Personal Data in a standard form, in accordance with Appendix 1 to these Regulations.

5. Protection of Personal Data

5.1. In order to ensure the security and confidentiality of the personal data of the University's Personal Data subjects, all operations on the processing, creation, maintenance and storage of this information shall be performed only by designated employees of the University who perform such work in accordance with their official duties.

5.2. The University, as the operator of personal data, is obliged to take or ensure the adoption of necessary legal, organizational and technical measures to protect personal data from unauthorized or accidental access, destruction, alteration, blocking, copying, transfer or dissemination, as well as from other unlawful actions in relation to personal data, when processing personal data.

5.3. Personal data protection is a technological process that prevents the violation of the availability, integrity, reliability and confidentiality of personal data and ultimately ensures sufficient reliability of information during the management and production activities of the University.

6. Access of employees to personal data processed at the University

6.1. Access by employees to personal data processed at the University without a duly completed permit or order is prohibited.

6.2. University employees are provided with access to personal data of data subjects only to the extent necessary to perform their official duties.

6.3. Personal computers (computer equipment) containing personal data must be protected by passwords that are reported to the head of the relevant structural unit.

7. Procedure for processing personal data in the University's automated information system

7.1. Personal data may be processed at the University using the University's automated information system (hereinafter referred to as the University's AIS).

7.2. Employees authorized to process personal data are provided with a unique login and password for access to automated workstations within the University's AIS and the University's AIS.

7.3. The security of personal data in the University's AIS is ensured by a specially authorized structural unit responsible for ensuring the development of information technologies and information security at the University (hereinafter referred to as the IT Department). This security is achieved by preventing unauthorized, including accidental, access to personal data, as well as other illegal actions related to personal data.

8. Responsibility for disclosure of personal data

8.1. Persons found guilty of violating the rules for receiving, processing and protecting personal data processed at the University shall be subject to disciplinary, administrative, civil or criminal liability in accordance with the legislation of the Kyrgyz Republic.

8.2. An employee who has knowledge of the information, which creates personal data on the basis of employment relations with the University, in case of violation of the regime for protecting such personal data, shall be subject to financial, disciplinary, administrative, civil or criminal liability in accordance with the legislation of the Kyrgyz Republic.

Appendix 1.

Consent to the processing of personal data

I, _____

(surname, first name, patronymic)

_____ residing at

(main identity document (passport) (series, number, date of issue, name of the issuing authority),

I hereby consent to the processing of my personal data by the B. Osmonov Jalal-Abad State University during my studies and employment (check the appropriate one), such as collecting, systematizing, accumulating, storing,

clarifying (updating, changing), using, distributing (including transferring), depersonalizing, blocking and deleting my personal data.

This consent is valid during my employment and studies (check the appropriate one).

The subject of personal data has the right to revoke this consent to the processing of his/her personal data by notifying the university in writing.

(Signature) subject of personal data)

(Date, month, year)