



Privacy notice for individuals under the protection of personal data of the UNWE

Information regarding the Controller:

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Information regarding the Data Protection Officer

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Information regarding the supervisory authority:

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University of National and World Economy (hereinafter referred to as “Controller”, “the University” or “we”) performs its activities in accordance with the Bulgarian Personal Data Protection Act and the EU Regulation 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of individuals in regard to the processing of personal data and on the free movement of such data. This document aims to inform you about all aspects of the collection and processing of your personal data by the University and the rights you have, in relation to that processing.

Legal grounds for collecting, processing and storing your personal data

Art. 1. The University collects and processes your personal data on the basis of Art. 6, para. 1, Regulation (EU) 2016/679 (GDPR), and specifically based on any of the following grounds:

- For compliance with a legal obligation that applies to the Controller;
- For the performance of a task of public interest and implementation of official powers granted to the Controller;
- Your explicit consent to the processing of certain categories of personal data;
- For fulfilling obligations of the Controller under a contract with you or for taking steps at the request of the data subject before concluding a contract;
- For the purposes of the legitimate interests of the Controller or a third party;
- For protection of the vital interests of the data subject or other natural person.

(2) The University performs its activities in compliance with the requirements of the regulations and the application of the Bulgarian Law of High education decree, published in State Gazette No. 112 of December 1995 and with all subsequent additions and amendments to it, the Ordinance on State Requirements for Acquiring Higher Education by educational and qualification degrees, Resolutions of the Council of Ministers, as well as the internal Regulations of the University and decisions of the Academic Council.

Objectives and principles for the collection, processing and storage of your personal data

Art. 2. The University collects and uses your personal data in the volume that is minimally necessary to achieve the relevant purpose.

Art. 3. (1) In the course of collecting, processing and storing your personal data, the University adheres to the following Principles:

- lawfulness, fairness and transparency;
- proportionality with the processing purposes and data minimization;
- accuracy and relevance of the data;
- storage limitation in accordance with purpose achievement;
- integrity and confidentiality of the processing and ensuring an adequate level of security of the personal data.



Art. 5. In course of processing and storage of personal data, the University can process and store personal data, including for the fulfillment of its obligations to state and municipal bodies.

What types of personal data does the University collect, process and store

Art. 6. (1) The University performs the following operations with the personal data provided by you:

1. "Rector's office"

The following personal data processing operations are performed in the Rector's Office:

1.1. Processing of internal and external correspondence, letters, reports, complaints, etc.

- The purpose of the processing of personal data for this operation is administration and processing of internal and external correspondence to the Rector's office by submitting the information to the register of incoming and outgoing mail in the registry office.

- **Personal data processed by the Rector's Office when processing internal and external correspondence, letters, reports, complaints, etc.** – name, father's name and surname or another name according to the Identity Card, Personal identification number (PIN) or Personal identification number of foreigner, address, district, phone number, faculty number, Position. *It is possible to be required provision and processing of additional data, depending on the correspondence exchanged.*

- ✓ **Basis for processing your personal data** - The University collects, stores and processes personal data in regard with the operation "Processing of internal and external correspondence, letters, reports, complaints, etc." of individuals for the purposes of the Controller's legitimate interest, according to Art. 6, paragraph 1, letter "e" of the Regulation (EU) 2016/679 (GDPR). The legitimate interest is administration and processing of the University's internal and external correspondence.

- **Conclusion of Data protection impact assessment of the operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Processing of internal and external correspondence, letters, reports, complaints, etc." is acceptable for performance and provides sufficient guarantees for the protection of the rights and legal interests of data subjects in accordance with Regulation (EU) 2016/679 (GDPR).

1.2. Signing of legal documents and orders – The purpose of processing personal data in this operation is in reference with drafting and signing of legal documents by the Rector of the University, including contracts, agreements, orders, etc.

- **Personal data processed by the Rector's Office when signing legal documents and orders** - The personal data collected is determined by the role of the legal document itself in the organization. In this regard, the personal data collected for each document and their storage terms are covered in the operations



in the individual Departments of the University, which prepare them for signature by the Rector.

- ✓ **Basis for processing your personal data** – The basis for processing personal data in this operation depends on the type of legal document that is being signed, respectively when signing contracts and related documents, including orders on employment relationships, the basis for processing your personal data is the conclusion and performance or taking steps for conclusion of a contract - art. 6, paragraph 1, letter "b" of the Regulation (EU) 2016/679 (GDPR). When signing orders, the basis for processing is related to the fulfillment of a legal obligation that applies to the University based on its academic autonomy – Art. 6, paragraph 1, letter "c" of the Regulation (EU) 2016/679 (GDPR), as well as on the basis of Art. 6, paragraph 1, letter "e" Regulation (EU) 2016/679 (GDPR) – processing is necessary for the performance of official rights granted to the Controller in regard with Art. 19 of the Law on Higher Education and the Regulations of the University.
 - **Conclusion of Data protection impact assessment of the operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Signing legal documents and orders" is acceptable for performance and provides sufficient guarantees for the protection of the rights and legal interests of data subjects in accordance with Regulation (EU) 2016/679 (GDPR).

1.3. Preparation and processing of secondment orders – The purpose of personal data processing in this operation is administration of the process of preparation and processing of secondment orders.

- **Personal data processed by the Rector's Office when preparing and processing secondment orders** – three names of the individual, position, identity card data, passport data.
 - ✓ **Basis for processing your personal data** - The University collects, stores and processes personal data on the basis of Art. 6, para. 1, "b" of the GDPR – the processing is necessary for the purposes of performing a contract to which the data subject is a party.
 - **Conclusion of Data protection impact assessment of the operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Preparation and processing of posting orders" is acceptable for performance and provides sufficient guarantees for the protection of the rights and legal interests of data subjects in accordance with Regulation (EU) 2016/679 (GDPR).



2. Business Services Department

The Business Services Department performs the following operations with personal data:

2.1. Organization of transport of university employees and/or necessary goods – The purpose of the of personal data processing in this operation is to organize and perform the transport of university employees for a business trip, participation in an event in another town/area or the certification in a receipt-handover protocol for received goods.

➤ **Personal data processed by the Business Services Department for the organization of transport of university employees and/or necessary goods for the University** - three names, position held.

✓ **Basis for processing your personal data** - The University collects, stores and processes personal data for the performance of a concluded employment contract on the basis of Art. 6, paragraph 1, letter "b" of the GDPR or express consent of event participants or guests for whom transportation is organized – Art. 6, paragraph 1, letter "a" of the GDPR. The data on the persons who accept and hand over the transported goods are processed on the basis of the University's legitimate interest in proving the performance of the concluded contract - Art. 6, paragraph 1, letter "f" Regulation (EU) 2016/679 (GDPR).

- **Conclusion of the impact assessment of the operation with personal data:** Based on the above impact assessment, the personal data protection officer considers that the operation "Organization of transport of university employees and/or necessary goods" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with Regulation (EU) 2016/679 (GDPR).

2.2. Organizing, ordering and receiving supplies - The purpose of processing personal data in this operation is the organization and execution of supplies of goods and materials for the University.

➤ **Personal data processed by the "Business Services" Department during the administration of the process of organizing, ordering and receiving supplies at the University** – three names; uniform civil number – in case of issuing an invoice by a natural person.

✓ **Basis for processing your personal data** – The University collects, stores and processes personal data on the basis of Art. 6, para. 1, letter "b" of the GDPR – the processing is necessary for the performance of a contract to which the University is a party, as well as for the protection of the University's legitimate interest in proving performance under the contract in case of possible claims – Art. 6, para. 1, b. Regulation (EU) 2016/679 (GDPR).

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal



Data Protection Officer considers that the operation "Organizing, ordering and receiving supplies" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with Regulation (EU) 2016/679 (GDPR).

2.3. Processing of incoming and outgoing documents in the Registry Office - The purpose of processing personal data in this operation is to organize the sending of outgoing letters from the University and the receipt of incoming letters, maintaining a register and storing the documentation.

- **Personal data processed by the "Business Services" Department when administering the process of organizing transport and carriage at the University** - three names of the individual, address;
 - ✓ **Basis for processing your personal data** - The University collects, stores and processes personal data to protect the legitimate interest of the University on the ground of Art. 6, para. 1, letter "f" Regulation (EU) 2016/679 (GDPR).
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Processing of incoming and outgoing documents in the Registry Office" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with Regulation (EU) 2016/679 (GDPR).

3. Department "Material - technical base and investments"

3.1. Organization of vacations in rest stations at the university - The purpose of personal data processing in this operation is to administer the application process and provide accommodation in the UNSS Training and Rehabilitation Center of employees of the University, members of their families or outsiders.

- **Personal data processed by the Department "Material - technical base and investments", at organization of vacations in rest stations at the university** - three names, PIN, identity card data; address; official position and labour term of service at the University.
 - ✓ **Basis for processing your personal data** - The University processes personal data for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject before signing of the contract – Art. 6, para. 1, letter "b" of the GDPR.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Organizing vacations at rest stations to the university" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with GDPR requirements.



3.2. Activities related to maintenance and repair of the building stock - The purpose of processing personal data in this operation is to organize the maintenance and the repairment of the University's building stock.

- **Personal data processed by the Department "Material - technical base and investments", at performing activities related to maintenance and repair of the building stock:** three names.
 - ✓ **Basis for processing your personal data** - The University collects, stores and processes personal data for the purposes of fulfilling concluded contracts, including contracts for public procurement – Art. 6, paragraph 1, letter "b" of the GDPR.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Activities related to the maintenance and repair of the building stock" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with GDPR requirements.

3.3. Implementation of video surveillance in all premises and buildings of the University, as well as in the space around them – The purpose of processing personal data in this operation is to ensure the safety of students, workers/employees, as well as all visitors in the University. An additional purpose of the operation is to control the performance of the work duties of all employees and university professors, as well as the establishment of committed violations and the imposition of disciplinary fines.

- **Personal data processed by the "Material - Technical Base and Investments" Department when implementing video surveillance in all premises and buildings of the University, as well as in the space around them** - image data of the natural person.
 - ✓ **Basis for processing your personal data** - The University collects, stores and processes personal data on the basis of Art. 6, paragraph 1, b. "f" of the GDPR to protect the legitimate interests of the Controller and on the basis of Art. 6, paragraph 1, b. "d" GDPR - processing is necessary to protect the vital interests of the data subject or another natural person. The legitimate interest in the current operation is the implementation of security on the territory of the University and protection of life and health of students, university professors, employees, visitors, etc.;
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Performing video surveillance in all premises and buildings of the University, as well as in the space around them" is acceptable for performance and provides sufficient guarantees for the protection of rights and the legal interests of data subjects in accordance with GDPR requirements.



4. Human Resources Department

The following personal data processing operations are performed in the Human Resources Department:

4.1. Conclusion and execution of labor contracts – The purpose of personal data processing in this operation covers the selection process of employees, conclusion of the relevant contract and its administration and execution by the university, processing of accounting, tax and insurance information in accordance with the current legislation, actions for termination of the labor contract, proceeding the employee's responsibility according to the Labor Code.

- **Personal data processed by the Human Resources Department upon conclusion and execution of labor contracts** – three names of natural persons; personal identification number; Date and place of birth; permanent and current address; identity card data and passport data; criminal record data; data regarding individuals health condition; education degree; phone number; email; qualification and work experience; bank account data; family status data; data on the position held; data on foreign citizens; information about taught subjects.
 - ✓ **Basis for processing your personal data** - Human Resources Department collects, stores and processes personal data in regard with the operation and the conclusion of labor contracts, the university processes personal data for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject before the conclusion of the contract - art. 6, para. 1, letter “b” of the GDPR.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Conclusion and execution of an employment contract" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

5. Legal Service and Public Procurement Department

The following personal data processing operations are performed in the "Legal Service and Public Procurement" Department:

5.1. Conclusion and performance of contracts, including civil contracts and public procurement contracts – The purpose of personal data processing is to identify the individual, the legal representative of the supplier for the purposes of concluding a public procurement contract and service contract and collecting the statutory documents according to the Bulgarian Law on Public orders.

- **Personal data processed by "Legal service and public procurement" when concluding and executing contracts, including civil contracts and public procurement contracts** – three names of natural persons or legal representative of a company; identification number; address; identity card data – number, date of issuance, issuing authority, expiration date; contact phone number; bank account details.



- ✓ **Basis for processing your personal data** - The Legal Service and Public Procurement Department collects, stores and processes personal data when organizing and conducting postgraduate qualifications on the basis of Art. 6, para. 1, letter "c" of the GDPR – the processing is necessary for the purposes of complying with a legal obligation of the controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Conclusion and performance of contracts, including civil contracts and public procurement contracts" is acceptable for performance and provides sufficient guarantees for the protection of rights and legal interests of data subjects in accordance with GDPR requirements.

5.2. Initiation of proceedings and processing information about cases - The purpose of the processing of personal data in this operation is the raising of legal claims of the University against third parties in court, defending against such claims brought against the University in court by third parties, implementing effective judicial decisions in the University's favour and preparation of diaries for keeping and reporting court cases.

- **Personal data processed by the Legal Service and Public Procurement Department when initiation of proceedings and processing information about cases** – three names of natural persons; identification number; address; correspondance address; e-mail address; phone number; bank account details; health data; family status data.

- ✓ **Basis for processing your personal data** - The Legal Service and Public Procurement Department collects, stores and processes personal data when organizing and conducting postgraduate qualifications on the basis of Art. 6, para. 1, letter "c" of the GDPR – the processing is necessary for the purposes of complying with a legal obligation of the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Initiation of proceedings and processing information about cases " is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with GDPR requirements.



6. Department "Educational Activity"

The following personal data processing operations are performed in the "Educational Activity" Department:

6.1. Operation "Organization and conduction of candidate student campaigns" - The purpose of the operation is the acceptance of an application for participation in a candidate student exam from students, the identification of the person when conducting exams (including identification and authentication of the candidate for student when conducting an online admission exam) and performing a ranking of the person's exam results.

The University perform the following operations which include processing of personal data within the framework of this operation:

1. Accepting a paper application from the candidate for student;
2. Creating the user profile in the system about each individual for the purposes of identifying everyone as a candidate student in the system and during an exam;
3. Administration of the examination hall allocation process for the purpose of allocating students to the various examination halls;
4. Identification of the candidate student during the examination/identification and authentication of the candidate student before and during the online entrance;
5. Preparation for the ranking of the results of the conducted personal examinations for the purpose of assessing whether the results are sufficient for admission to the desired specialties at the University.

➤ **Personal data processed by the "Educational Activities" Department when organizing and conducting candidate-student campaigns** - three names of the natural persons; identification number; address; ID card data - number, date of issuance, expiration date, issuing authority, citizenship; data for the health condition; family status data; data about education; gender; faculty number; personal number of a foreigner; average grades data; contact phone number; citizenship and residence status. **During an online candidate-student entrance exam, in addition to the above data:** the personal number of the candidate-student campaign; identity card data; photo image; video image; audio recording data; a six-digit code for future identification of the candidate which is also used when digitally signing documents related to the conduction of the exam; answers of the additional questions authenticating the candidate for student.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, b. "c" of the GDPR - the processing is necessary to comply with a legal obligation that applies to the Controller, as well as on the basis of Art. 6, para. 1, b "e", of the GDPR Regulation, namely when exercising official powers granted to the Controller. Data on persons with disabilities are collected on the basis of Art. 6, para. 1, b. "a" in relation to Art. 9, para. 2, b. "a" of the GDPR - express consent of the data subject for processing the data for one or more purposes.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the



operation "Organizing and conducting candidate student campaigns" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with the requirements of the GDPR.

6.2. Enrollment of new students - The purpose of the processing of personal data in the present operation is the enrollment of newly admitted students in the University's specialties and the creation of an electronic student's record book.

The University performs the following operations of processing of personal data within the framework of this operation:

1. Registration of new students at the University;
2. Creating an electronic student's record book.

➤ **Personal data processed by the "Educational Activities" Department when enrolling new students** - Student Enrollment Application; photo to create an electronic student's record book.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR - the processing is necessary to comply with a legal obligation that applies to the Controller, as well as on the basis of Art. 6, para. 1, letter "e", of the GDPR Regulation, namely when exercising official powers granted to the Controller. Data on persons with disabilities are collected on the basis of Art. 6, para. 1, letter "a" in relation to Art. 9, para. 2, letter "a" of the GDPR - express assent of the data subject to their processing for one or more purposes.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Data Protection Officer considers that the operation "Enrollment of new students" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with the requirements of the GDPR.

6.3. Administration of the study process, examination grades and ranking for scholarships – The purpose of personal data processing in this operation is to serve the educational process (including online learning) at the University, including conducting exams (including online exams), compiling exam reports, ranking for scholarships and dormitories.

The University perform the following processing of personal data within the framework of this operation:

1. Administration of the learning process;
2. Conducting exams (including online exams);
3. Completing a General Book with information about the educational process of each student;
4. Student Scholarship Ranking.



- **Personal data processed by the Academic Activities Department when administering the study process, exam grades and scholarship ranking** - During the implementation of the operation, the Department collects data on student evaluations and changes to the data already provided by the students when enrolling, including marital status.
 - ✓ **Basis for processing your personal data** - The above personal data are processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR - the processing is necessary to comply with a legal obligation that applies to the Controller, as well as on the basis of Art. 6, para. 1, letter "e", of the GDPR Regulation, namely when exercising official powers granted to the Controller. Data on individuals with disabilities is collected on the basis of Art. 6, para. 1, letter "a" in relation to Art. 9, para. 2, b. "a" of the GDPR - express consent of the data subject to their processing for one or more purposes.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Administration of the study process, examination grades and ranking for scholarships" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the subjects of the data in accordance with the requirements of the GDPR.

6.4. Graduation of students - The purpose of personal data processing in this operation is to serve the graduation process of students and the issuance of the relevant documents in this regard.

The University perform the following processing of personal data within the framework of this operation:

1. Initiating the graduation procedure;
 2. Change of student status - graduate;
 3. Issuance of a diploma for the concluded education.
- **Personal data processed by the "Educational Activity" Department when performing the operation Graduation of students** - When performing the operation, the Department collects the information entirely from the "Student" system about the results of exams and about the minimum exams that are necessary for graduation. In the current operation, no new personal data about the persons is collected, apart from those already provided in the "Student" system.
 - ✓ **Basis for processing your personal data** - The above personal data are processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – the processing is necessary to comply with a legal obligation that applies to the Controller, as well as on the basis of Art. 6, para. 1, letter "e", of the GDPR Regulation, namely when exercising official powers granted to the Controller. Data on individuals with disabilities are collected on the basis of



Art. 6, para. 1, letter "a" in relation to Art. 9, para. 2, letter "a" of the GDPR - express consent of the data subject to their processing for one or more purposes.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Student Graduation" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

6.5. Exchange of Bulgarian and foreign students and recognition of diplomas issued abroad – The purpose of personal data processing in this operation is to organize training for ranked students/PhD students or to organize teaching for ranked professors at foreign universities at their request for a period of one or two semesters. The purpose of the processing of the foreign diploma recognition operation is recognition of the educational and qualification degree completed by the individual in the Republic of Bulgaria.

The University perform the following processing of personal data within the framework of this operation:

1. Administration of submitted Erasmus exchange applications;
 2. Ranking of Erasmus students;
 3. Organization and preparation for the realization of the exchange;
 4. Reporting after completed exchange;
 5. Administration and examination of submitted requests and documents for the recognition of a diploma issued abroad
- **Personal data processed by the "Educational Activities" Department , exchange of Bulgarian and foreign students and recognition of diplomas issued abroad** - 1) for application under the "Erasmus" program – three names; identification number; identity card data (number, date of issue, etc.); family status; citizenship; gender; permanent and current address; telephone; email; specialty; faculty number; contact person details; bank account details; 2) when performing the procedure for the recognition of a diploma issued by a foreign university, the following categories of personal data are collected and processed: three names; unified civil number or personal/identification number; date of birth; place of birth; contact address; data on completed higher education.
- ✓ **Basis for processing your personal data** - The data for the persons applying under the Erasmus program is processed by UNSS as a Controller on the basis of taking actions to conclude a contract at the request of the subject and execution of a contract after the successful ranking of the student - art. 6, paragraph 1, letter "b" GDPR. The data of individuals who submitted a request for the recognition of a diploma issued abroad is processed by UNSS as a Controller on the basis of compliance with a legal obligation that applies to the Controller, on the basis of the Bulgarian Law on Higher Education, the Ordinance on State Requirements for the Recognition of Higher Education and completed periods of study in foreign higher education institutions and the adopted on the basis of these normative acts Rules for recognition of acquired higher education and completed periods of study in foreign higher education institutions - art. 6, para. 1, letter "c" of the GDPR.



- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Exchange of Bulgarian and foreign students and recognition of diplomas issued abroad" is acceptable for performance and provides sufficient guarantees for the protection of rights and legal interests of data subjects in accordance with GDPR requirements.

6.6. Administration of contracts with professors at the University, including for the organization of a study schedule - The purpose of personal data processing in this operation is to individualize the professors who teach at the University in the relevant specialties, maintain accurate and up-to-date information about the teaching personal and administration of the individual plans.

- **Personal data processed by the "Educational Activity" Department when administering contracts with university professors, including for organizing a study schedule** - three names; an academic degree/position held; specialty.
- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "b" of the GDPR – the processing is necessary for the performance of a contract to which the university professor is a party, as well as for the protection of the University's legitimate interest in organizing the educational process - Art. 6, para. 1, letter "f" from GDPR.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Administration of contracts with professors at the University, including for the organization of a study schedule" is acceptable for performance and provides sufficient guarantees for the protection of rights and legal interests of data subjects in accordance with GDPR requirements.

6.7. Organization of tournaments, competitions, championships and forums in the country and abroad - The purpose of the processing of personal data in this operation is to identify the participant for his registration for participation in a tournament or competition at his request and holding tournaments in the country and abroad.

- **Personal data processed by the "Educational Activity" Department when organizing tournaments, competitions, championships and forums in the country and abroad** – The personal data which is processed for the purposes of this operation includes three names of natural persons, uniform civil number, details of position/faculty number/position/specialty, address, telephone number, email.
- ✓ **Basis for processing your personal data** The University collects, stores and processes personal data for registration and participation in tournaments and competitions based on the express consent of the data subject, according to Art. 6, paragraph 1, letter "a" of the GDPR.



- **Conclusion of the impact assessment of the operation:**
The operation "Organization of tournaments, competitions, championships and forums in the country and abroad" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the Regulation (EU) 2016/679 (GDPR) .

6.8. Enrollment and conduction of courses - The purpose of personal data processing in this operation is to identify the participant for enrollment and conduction of a certain type of course.

- **Personal data processed by the "Educational Activity" Department** – Personal data processed for the purposes of implementing this operation includes three names of natural persons, uniform civil number, details of position/faculty number/position/specialty, address, telephone number, email.
 - ✓ The University collects, stores and processes personal data for concluding and executing a contract and taking steps to conclude a contract – Art. 6, paragraph 1, letter "b" of the GDPR.

- **Conclusion of the impact assessment of the operation:**
The operation "Enrollment and conduction of courses" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with the requirements of Regulation (EU) 2016/679 (GDPR).

7. "Information Technologies" Department

The following personal data processing operations are performed in the Information Technologies Department:

7.1. Creating a user account for access to the systems - The purpose of the operation is to create an account for students to access information resources, services or network infrastructure.

- **Personal data processed by the Information Technology Department when creating a user account to access the systems** – While performing the operation, the University collects the personal data of the students upon enrollment of these students at the University and no additional personal data is collected.



7. 2. Operation "Create a user account for access to the systems" - The purpose of the operation is to create an account for employee's access to information resources, services or network infrastructure.

- **Personal data processed by the "Information Technologies" Department when creating a user account for access to the systems** - two names of a natural person; business email.

7.3. Providing support for devices and systems - The purpose of the operation is to ensure the constant and sustainable functioning of the computer and communication equipment of the University and its information systems.

- **Personal data processed by the "Information Technologies" Department at providing support to devices and systems** - cannot be identified due to the variety of data that is stored in information systems. The staff of the Department have access to all workstations with computers in the University, and can administer the server resources and email systems at the client and server level.

7.4. Maintenance and development of the "Student" and "Candidate-Student" website and information systems - The purpose of the operation is to ensure the constant and sustainable functioning of the "Student-Candidate" and "Student" systems, as well as the proper functioning and maintenance of the University's website.

- **Personal data processed by the "Information Technologies" Department when maintaining and developing the website and "Student" and "Candidate-Student" information systems** - The Department has access to all personal data of students and candidate students in the "Student-Candidate" and "Student" systems ".

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Creating a user account to access the systems" "Providing support for devices and systems" and "Maintaining and developing the website and information systems "Student " and "Candidate-Student" , are acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

8. Science Department

8.1. Conclusion and performance of civil and collective agreements with researchers, reviewers, etc. - The purpose of the operation is the administration of the process of concluding and implementing civil and collective agreements with researchers, reviewers, etc., respectively, the administration of the process of selecting personnel for the position of researcher, reviewer, etc.

The University performs the following processing of personal data within the framework of this operation:



1. Submitting a resume for the purpose of conducting a competition for concluding a civil contract with researchers, reviewers, etc.;
 2. Conclusion of a civil contract with researchers, reviewers, etc.;
 3. Conducting scientific research.
- **Personal data processed by the "Science" Department when concluding and implementing civil and collective agreements with researchers, reviewers, etc.** - data for three names of natural persons; PIN; scientific title; knowledge of foreign languages; correspondance address details; identity card data; data for health condition; bank account details;
- ✓ **Basis for processing your personal data** - The above personal data are processed by the University on the basis of Art. 6, para. 1, letter "b" of the GDPR – processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to the conclusion of a contract.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Conclusion and performance of civil and collective agreements with researchers, reviewers, etc." is acceptable for performance and provides sufficient guarantees for the protection of rights and the legal interests of data subjects in accordance with GDPR requirements.

8.2. Conclusion and execution of contracts with authors and editors - The purpose of the operation is administration of the process of conclusion and execution of civil contracts with authors and editors, respectively administration of the process of selection of personnel for occupying the position of author and editor.

The University performs the following processing of personal data within the framework of this operation:

1. Submitting a resume for the purposes of concluding a civil contract with authors and editors;
 2. Conclusion of a civil contract with authors and editors;
 3. Sending invitations to the editorial board for holding a meeting.
- **Personal data processed by the "Science" Department when concluding and executing contracts with authors and editors** - names of natural persons; PIN; email address details; telephone number details; mailing address details; academic degree details; data on participation in scientific organization; data on identity card number and date of issuance of identity card; bank account details.
- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "b" of the GDPR – the processing is necessary for the performance of a contract to which the data subject is a party or to take steps at the request of the data subject prior to the conclusion of a contract.



- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Conclusion and execution of contracts with authors and editors", is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with the requirements of the GDPR.

8.3. Holding competitions for the acquisition of a scientific degree - The purpose of the operation is to administer the process of holding a competition for the acquisition of a scientific degree.

The University performs the following processing of personal data within the framework of this operation:

1. Submission of an application for participation in a competition for the acquisition of a scientific degree;
2. Submission of a declaration by a candidate for a jury member in a competition for the acquisition of a scientific degree;
3. Conducting a competition for the acquisition of a scientific degree;
4. Ranking of participants in a competition for the acquisition of a scientific degree.

➤ **Personal data processed by the "Science" Department when conducting competitions for the acquisition of a scientific degree** - names of an individual, PIN, date and place of birth of an individual; citizenship; address; the level of foreign language proficiency; telephone number and fax number; e-mail address; ID card data, including date of issuance and ID card number; data about health condition; data on the legal history of an individual; data on the teaching experience of an individual; academic position held; data on an individual's educational and scientific degree; data on scientific degree and academic title of a natural person; bank account details.

- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Conducting competitions for the acquisition of a scientific degree" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in compliance with GDPR requirements.

8.4. Conducting competitions for PhD students - The purpose of the operation is to administer the process of conducting a competition for PhD students.

The University performs the following processing of personal data within the framework of this operation:

1. Submission of an application for participation in a competition for PhD students;



2. Conducting a competition for PhD students;
 3. Conclusion of civil contracts with scientific supervisors;
 4. Ranking of participants in a competition for PhD students.
- **Personal data processed by the "Science" Department when conducting competitions for PhD students** - three names of a natural person; PIN; address; data for health condition of the individual; telephone number; data from an identity document - identity card; completed higher education including "Master's degree"; email address details; family status data – certificate of civil marriage.
- ✓ **Basis for processing your personal data** – The above personal data is processed by the University on the basis of Art. 6, para. 1, letter “b” of the GDPR – the processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to the conclusion of a contract.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Conducting competitions for PhD students" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

8.5. Conducting scientific forums - The purpose of the operation is to administer the process of conducting scientific forums.

The University performs the following processing of personal data within the framework of this operation:

1. Drawing up a list of participants in scientific forums;
 2. Holding a scientific forum.
- **Personal data processed by the "Science" Department while conducting scientific forums** - three names of a natural person; email address details; telephone number and fax number data; job details.
- ✓ **Basis for processing your personal data** - the above personal data are processed by the University on the basis of Art. 6, para. 1, letter "a" of the GDPR - the data subject has given consent to the processing of his personal data for one or more specific purposes.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Conducting contests for scientific forums" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with GDPR requirements.



8.6. Conducting competitions for acquiring an academic position - The purpose of the operation is to administer the process of holding a competition for acquiring an academic position.

The University carries out the following processing of personal data within the framework of this operation:

1. Submission of an application for participation in a competition for an academic position;
2. Submission of a declaration by a candidate for a jury member in a competition for an academic position;
3. Conducting a competition for filling an academic position;
4. Ranking of the participants in a competition for occupying an academic position.

➤ **Personal data processed by the "Science" Department when conducting competitions for acquiring an academic position** - three names of a natural person; address; the telephone number and fax number; e-mail address; data for the health condition of the individual; legal history of an individual; teaching experience of an individual; academic position held; individual's educational and scientific degree; bank account details.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller. In regard with the data for the health condition of the individual, the basis for processing personal data is Art. 9, para. 2, letter "a" – the data subject has given his express consent to the processing of these personal data for one or more specific purposes.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Conducting competitions for acquiring an academic position", is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

9. "University Library and Central Archive" Department

The following personal data processing operations are performed in the "University Library and Central Archive" Department:

9.1. Issuing a reader's card and maintaining an information system - The purpose of the operation is to accept an application for issuing a reader's card, identify the applicant and issuance of a reader's card.

The University performs the following processing of personal data within the framework of this operation:

1. Accepting an application for issuing a reader's card;



2. Data entry into a library information system;
 3. Issuing a reader's card.
- **Personal data processed by the "University Library and Central Archives" Department when issuing a reader's card and maintaining an information system**
- 1) Personal data collected from students: data on names of natural persons; photographic image; PIN; faculty number data; specialty details; 2) Collected personal data from teachers/employees/PhD students: data on names of natural persons; photographic image data; PIN; address details; data on affiliation to a department; 3) Collected personal data from third parties: data on names of natural persons; photographic image data; address data on an identity card; PIN.
- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "b" of the GDPR – the processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to the conclusion of a contract.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Issuing a reader card and maintaining an information system" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with GDPR requirements.

9.2. Provision of books to readers and preparation of a receipt-handover protocol – The purpose of the operation is to administer the process of provision of books to readers and guarantee for the preservation and the returning of books.

The University performs the following processing of personal data within the framework of this operation:

1. Providing a book to a reader;
 2. Returning a book from a reader.
- **Personal data processed by the Department "University Library and Central Archive" while providing of books to readers and preparing a receipt-handover protocol** – names of natural persons; major; faculty number; department affiliation.
- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "b" of the GDPR – the processing is necessary for the performance of a contract to which the data subject is a party or for taking steps at the request of the data subject prior to the conclusion of a contract.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Provision of books to readers and preparation of acceptance-handover protocol" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the



subjects of the data in accordance with the requirements of the GDPR.

9.3. Acceptance, transmission and destruction of documents - The purpose of the operation is the acceptance and storage of documents in the Central Archive of the UNSS, the destruction of the same with expired storage period and the transfer of the documents to the relevant state archive.

The University performs the following processing of personal data within the framework of this operation:

1. Acceptance of documents in the Central Archive of the UNSS;
2. Destruction of documents with an expired storage period;
3. Transfer of the valuable documents to the relevant state archive.

➤ **Personal data processed by the "University Library and Central Archives" Department when accepting, transmitting and destroying documents** - data for the name of an individual; job details;

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Acceptance, transmission and destruction of documents" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with GDPR requirements.

9.4. Usage of accepted documents in the Central Archive of the UNSS - The purpose of the operation is to provide access to the accepted documents in the Central Archive of the UNSS

The University performs the following processing of personal data within the framework of this operation:

1. Submission of an application/request for the use of archival documents;
2. Obtaining permission/refusal for the provision of documents from the Central Archive by the manager in writing;
3. Use of archival documents.

➤ **Personal data processed by the "University Library and Central Archive" Department when using the accepted documents in the Central Archive of the UNSS** - When performing this operation and for the purposes of using the accepted documents in the central archive of the UNSS, the following personal data is collected: names of natural persons; PIN; job details; address details; telephone number and fax details; email details.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR –



processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Usage of the accepted documents in the Central Archive of the UNSS" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in compliance with GDPR requirements.

10. "Student Chairs and Dormitories" Department

10.1. Dormitory Application and Ranking – The purpose of the operation is to accept applications from students for dormitory accommodation and perform ranking depending on the student's grades and available places.

The University performs the following processing of personal data within the framework of this operation:

1. Acceptance of an application from a student electronically through the "Web student" information system;
2. Administration of the process of processing submitted applications and preparing for ranking of students for the purposes of assessing whether the person's success is sufficient for accommodation in a dormitory;
3. Ranking the results of submitted applications.

➤ **Personal data processed by the "Student Chairs and Dormitories" Division when applying and ranking for accommodation in a dormitory** - When performing the current operation and for the students' application for accommodation in a dormitory: names of natural persons; identification number; address on ID card; current address; ID card data - number, date of issue, expiration date, issuing authority, citizenship; data for health condition of individual; family status data; faculty number; contact phone number; e-mail address; data regarding student's grades.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller. Personal data of individuals with disabilities is collected on the basis of Art. 6, para. 1, letter "a" in relation to Art. 9, para. 2, letter "a" of the GDPR – express consent of the data subject to their processing for one or more purposes.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Dormitory Application and Ranking" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with GDPR requirements.



10.2. Accommodation in a dormitory of classified persons, including candidate students and parents – The purpose of the operation is to accept an accommodation card (accommodation letter for candidate students and their parents), identify the person being accommodated and administer the accommodation process.

The University performs the following processing of personal data within the framework of this operation:

1. Acceptance of an application - accommodation card for accommodation in a dormitory on paper;
2. Identification of the individual as a student qualified for placement.

➤ **Personal data processed by the "Student Chairs and Dormitories" Division when providing accommodation to persons, including prospective students and parents, in a dormitory** - When performing this operation for the accommodation of students, including prospective students and parents, the persons submit the following personal data: names of natural persons; identification number; address on ID card; current address; ID card data - number, date of issue, expiration date, issuing authority, citizenship; faculty number; personal number of a foreigner number; specialty; photographic image.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Accommodation of classified persons, including prospective students and parents" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of data subjects in accordance with GDPR requirements.

10.3. Execution of employment contracts with employees, including payment of salaries, sick leave, etc. – The purpose of the current operation is the administration and implementation of the concluded labor contracts by the university.

➤ **Personal data processed in the execution of employment contracts with employees, including payment of salaries, sick leave, etc.** - names of natural persons; identification number; address on ID card; identity card data – number, date of issue, expiration date, issuing authority, citizenship; criminal record data; data for health condition of the individual; data on completed education; phone number; email; qualification and work experience; bank account details.

✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment,



the personal data protection officer considers that the operation "Execution of employment contracts with employees, including payment of salaries, sick leave, etc." is acceptable for performance and provides sufficient guarantees for the protection of rights and the legal interests of data subjects in accordance with GDPR requirements.

10.4. Issuance of invoices for overnight stays, room rental in a dormitory, due consumables, etc. – The purpose of the operation is payment of due sums for rent and consumables.

- **Personal data processed when issuing invoices for overnight stays, room rental in a dormitory, payable consumables, etc.** – three names of natural persons; identification number; identity card data; faculty number.
- ✓ **Basis for processing your personal data** - The above personal data is processed by the University on the basis of Art. 6, para. 1, letter "c" of the GDPR – processing is necessary to comply with a legal obligation that applies to the Controller.

- **Conclusion of the impact assessment of the personal data operation:** Based on the above-mentioned impact assessment, the personal data protection officer considers that the operation "Issuing invoices for overnight stays, dormitory room rent, consumables payable, etc." is acceptable for performance and provides sufficient guarantees for the protection of rights and the legal interests of data subjects in accordance with GDPR requirements.

The University carries out the following personal data processing within the framework of this operation:

1. Presentation of accommodation letter and payment of due amounts.

11. University Publishing complex

Publishing complex performs the following operations with personal data:

11.1. Conclusion and execution of contracts with authors and editors – The purpose of the processing of personal data in this operation is taking preparatory actions for the publication of author's material, the conclusion and execution of a publishing contract, as well as the conclusion and execution of a review contract, organization of printing and distribution of copyrighted material.

The University Publishing Complex performs the following processing of personal data when performing the operation:

1. Preliminary actions for the conclusion of a publishing contract or review contract;
2. Conclusion of a publishing contract or review contract;
3. Execution of a publishing or review contract;
4. Maintaining records and archives of personal data for authors and editors/reviewers.



- **Personal data processed by University Publishing Complex when concluding and executing contracts with authors and editors** - three names; PIN; ID card data (number, date of issue, etc.); bank account; telephone; and email. When performing the operation, the following personal data for the reviewers and editors is collected and processed: three names; PIN; ID card data (number, date of issue, etc.); bank account details; telephone and email details.
 - ✓ **Basis for processing your personal data** – Data for authors and editors/reviewers is processed on the basis of a concluded publishing contract or review contract - art. 6, paragraph 1, letter "b" of the GDPR.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Conclusion and execution of contracts with authors and editors" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in compliance with GDPR requirements.

11.2. Marketing and advertising of works by authors who have signed a contract with the university - The purpose of personal data processing in the present operation is organizing the distribution of the published works in the first and subsequent editions, as well as their advertising and promotion.

- **Personal data processed by the University Publishing Complex in the marketing and advertising of works by authors who have signed a contract with the university** - 1) When carrying out the operation, the following personal data for the authors is collected and processed: three names; identification number; identity card data (number, date of issue, etc.); telephone; email; 2) When performing the operation, the following personal data is collected and processed for the legal representatives of the trading partners: names.
 - ✓ **Basis for processing your personal data** - Data for the authors and for business partners and legal representatives of business partners-legal entities are processed on the basis of a concluded contract - Art. 6, paragraph 1, letter "b" of the GDPR.
 - **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Marketing and advertising of works by authors who have signed a contract with the university" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the subjects of the data in accordance with the requirements of the GDPR.



11.3. Acceptance and processing of orders for the publication of books for distance learning - The purpose of the processing of personal data in this operation is to identify the person who requested the publication of the textbook in paper form and to contact him to negotiate the printing costs and confirm the order.

- **Personal data processed by the Publishing Complex while accepting and processing orders for the publication of books for distance learning** - During the implementation of the operation, the following personal data for students are collected and processed: three names; faculty number; telephone and email.
- ✓ **Basis for processing your personal data** - The subject's data is processed when taking preliminary actions to conclude a contract at the request of the person or to fulfill a contract - Art. 6, paragraph 1, letter "b" of the GDPR.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Accepting and processing orders for the publication of distance learning books" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the subjects of the data in accordance with the requirements of the GDPR.

12. Finance Department

The Finance Department performs the following operations with personal data:

12.1. Administration of payments - The purpose of the processing of personal data in this operation is the acceptance and execution of the following main categories of payments: acceptance of payments at the cash desk in the "Financial and Accounting" department; lease payments; payment of travel allowances to UNSS employees; payment for sick leave; payment for employment benefits; payment of advances; payment of fees under publishing contracts and review contracts; administration of invoices issued to and by the University; payroll processing; payment of remuneration under public procurement contracts; implementation of the approved annual budget.

- **Personal data processed by the Finance Department while administering payments** - names; identification number; identity card data (number, date of issue, etc.) or international passport; address; bank account details; data on health status (hospital documents).
- ✓ **Basis for processing your personal data** – The data on individuals processed by the "Financial and Accounting" department is collected and processed for the purposes of fulfilling a contract to which the University is a party - art. 6, paragraph 1, letter "b" of the GDPR, including for the purposes of the legitimate interests of the University - art. 6, paragraph 1, letter "f" from GDPR.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the "Payment Administration" operation is acceptable for performance and provides sufficient guarantees to protect



the rights and legal interests of the data subjects in accordance with the requirements of the GDPR.

12.2. Payment of scholarships, grants and awards – The purpose of the processing of personal data in this operation is the payment of social scholarships, merit and income grants, merit grants, awards or grants to the ranked persons or the persons approved to receive the announced award or grant.

The University performs the following processing of personal data within the framework of this operation:

1. Processing of the data from the submitted scholarship application;
 2. Processing of data from additionally submitted documents;
 3. Data processing when ranking students;
 4. Payment of scholarships, grants and awards.
- **Personal data processed by the "Finance" Department for the payment of scholarships, grants and awards** – When performing the operation, the following personal data is collected and processed: names; identification number; faculty number; bank account details; specialty.
- ✓ **Basis for processing your personal data** – The data on individuals, processed by the "Budget, Scholarships and Projects " department is collected and processed for the purposes of the legitimate interests of the University - Art. 6, paragraph 1, b. "f" from GDPR.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the Personal Data Protection Officer considers that the operation "Payment of scholarships, grants and awards" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in accordance with GDPR requirements.
- 12.3. Provision of accounting and tax information to state authorities** – The purpose of the operation is the fulfillment of the University's obligations to provide periodic tax and insurance information to state authorities in the cases provided for by law.
- **Personal data processed by Department "Finance" at provision of accounting and tax information to state authorities** – When providing accounting and tax information to state authorities, the University processes the following personal data: three names of an individual; PIN – if there is an invoice issued by an individual; address – if there is an invoice issued by an individual for contractual relations with the University; amount of labor remuneration.
- ✓ **Basis for processing your personal data** - The Finance Department collects, stores and processes personal data when providing accounting and tax information to state bodies on the basis of Art. 6, para. 1, letter "c" of the GDPR – the processing is necessary for the purposes of complying with a legal obligation of the Controller.
- **Conclusion of the impact assessment of the personal data operation:** Based on the above impact assessment, the personal data protection officer considers that the operation "Provision of accounting and tax information to



state authorities" is acceptable for performance and provides sufficient guarantees to protect the rights and legal interests of the data subjects in compliance with GDPR requirements.