

APPROVED BY
Order No. A-596 of the Rector of
Kaunas University of Technology
Dated 1st October 2019

REGULATIONS FOR THE PROCESSING OF PERSONAL DATA USED IN THE EXECUTION AND ADMINISTRATION OF THE PROCESS OF ACCOMMODATION AT THE DORMITORIES OF KAUNAS UNIVERSITY OF TECHNOLOGY

CHAPTER I GENERAL PROVISIONS

1. The Regulations for the Processing of Personal Data Used in the Execution and Administration of the Process of Accommodation at the Dormitories of Kaunas University of Technology (hereinafter – Regulations) stipulate the regulations for the processing of personal data of the persons, as data subjects, used for the purposes of the execution and administration of the process of accommodation (accommodation, residing at the dormitory and moving out), the processed personal data and their storage, the purposes of processing, the legal framework and the transfer to the third parties, the duties of the data processors, the rights of the data subjects and the procedure of their exercising.

2. The Regulations only regulate the processing of personal data required for the execution and administration of the process of accommodation at the dormitories and do not include the procedure for other areas of the University's activities that may include the use of personal data. Recently, the processing of personal data is subject to the person's consent.

3. The University processes the data of all the candidates for accommodation at the University's dormitory and the residents of the dormitories – present (students and other residents) and former (no longer living at the dormitories) (hereinafter collectively referred to as Persons) – who provide their personal data to the University within the framework of contractual or other legal relationships.

4. The Regulations are prepared following the provisions of the General Data Protection Regulation (EU) 2016/679 of the European Parliament and the Council on the protection of individuals with regard to processing of personal data and on the free movement of such data of 27 April 2016 (hereinafter – GDPR), the Law on Legal Protection of Personal Data of the Republic of Lithuania (hereinafter – LLPPD), the Regulations on the Personal Data Processing at the University approved by the Rector of the University and other regulations and legislation of the University regulating the data protection.

5. The main provisions of the University's Regulations of the Personal Data Processing are presented to the Persons upon signed acknowledgement (on a printed document or electronically) before making the contract on accommodation at the dormitory; the general information on the processing of the personal data of the residents of the University's dormitories is published at <http://bendrabuciai.ktu.edu>.

6. An appointed data protection supervisor is responsible for the personal data protection at the University; the supervisor can be contacted by email privacy@ktu.lt or at K. Donelaičio str. 73-110, Kaunas.

CHAPTER II PROCESSED PERSONAL DATA

7. The personal data are processed in the execution and administration of the process of accommodation at the University's dormitories based on the following key principles: purpose limitation, legitimacy, accuracy, integrity and confidentiality, fairness and transparency, data minimisation and limitation of storage period. The processing of personal data includes the guarantees of the security of personal data using the appropriate organisational and technical measures.

8. The personal data processed at the University in the execution and administration of the process of accommodation at the University's dormitories are provided by the Persons under the procedure stipulated by the legislation or transferred by the third parties on the contractual basis or collected in the execution and administration of the accommodation process. The data provided by the Persons are entered by an employee of the Student Accommodation Centre.

9. The following personal data are processed in the execution and administration of the process of accommodation at the University's dormitories for the purposes specified in Chapter III of the Regulations:

9.1. Identification data: name, surname, personal identification number, date of birth, gender, citizenship, signature, country from which the Person arrived, photograph, email address provided by the University, user name in the University's information systems, student identification number provided by the University;

9.2. Contact data: place of residence and/or declared place of residence, telephone number, personal email address, contact information of a close relative (if provided by the Persons), etc.;

9.3. Data of the place of residence at the dormitory: number and address of the dormitory, number of the dormitory room;

9.4. Personal data of socially disadvantaged Persons, Persons with disability or special educational needs (if provided by the Persons);

9.5. Data of the changes in student status: student status;

9.6. Data of the study programme and plan: academic department, study cycle, title of the study programme, period of studies, form of studies, year of studies, semester, group, etc.;

9.7. Data of the fees for accommodation at the dormitory: price for a place at the dormitory, information on the fees for additional services, performed payments, their amount and payment dates, data on the debts for accommodation at the dormitory, bank account number, etc.;

9.8. Data guaranteeing the compliance with internal rules of procedure: data of the submitted requests, time of the access of recreational or common premises (if a key is provided for the access to the premises), data of the applied disciplinary measures, data of the recorded violations of internal rules of procedure, data of the guests of the resident (name, surname, time of the visit, date of birth, signature);

9.9. Data of the cars parked in the parking lots by the dormitories: vehicle registration number, etc.;

9.10. Data of video observation cameras: video recordings;

9.11. Data of the provided financial support: Data of the provided financial support (type, amount and period of the provided support, etc.).

10. The processing of other personal data not included in the categories specified in paragraph 9 of the Regulations is subject to the individual consent of the Persons.

11. The personal data are processed in automated and non-automated manners.

12. The personal data are stored in the University's information systems (AIS, Office365, etc.), personal files of the students and other places of storage stipulated by the legislation of the University.

13. The data required for the execution and administration of the process of accommodation at the University's dormitories are stored within the terms stipulated by the Rector of the University (documentation plan, list of the documents required to be stored in the personal file of the resident and other documents regulating the process of accommodation). The documents and data stored in the Student Accommodation Centre and the Academic Information System (hereinafter – AIS) are classified as follows:

13.1. Short-term storage – during the period of accommodation at the dormitory and within 1 year after the end of the accommodation;

13.2. Long-term storage – during the period of accommodation at the dormitory and within 10 years after the end of the accommodation.

CHAPTER III PURPOSES OF THE PROCESSING OF PERSONAL DATA

14. The personal data are processed at the University in the execution and administration of the process of accommodation at the University's dormitories for the following purposes:

- 14.1. Making and execution of the accommodation contract;
- 14.2. Execution of the process of accommodation at the dormitory, provision of accommodation services;
- 14.3. Fulfilment of the obligations stipulated by the accommodation contract;
- 14.4. Execution of the accounting of the data of accommodation at the dormitories;
- 14.5. Execution of the accounting of the fees for accommodation at the dormitories;
- 14.6. Distribution of financial support;
- 14.7. Preparation of the documents related to the residence at the dormitories;
- 14.8. Provision of the information on the issues related to the accommodation and residence at the dormitories to the persons who reside or want to reside at the dormitory;
- 14.9. Transfer of data to the state registers and public authorities;
- 14.10. Protection of the vital interests in case of illness or accident.

15. The personal data are processed within the following legal framework specified in GDPR:

- 15.1. Article 6 (1(b)) (data processing is necessary in the context of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering into a contract) – contractual/main legal framework;
- 15.2. Article 6 (1(d)) (data processing is necessary for the protection of the vital interests of the data subject or another natural person);
- 15.3. Article 6 (1(a)) (the data subject has given consent to the processing of their personal data for one or more specific purposes);
- 15.4. Article 6 (1(e)) (data processing is necessary for the performance of the task performed in the public interest) – statistical analysis of the aggregate data – public interest;
- 15.5. Article 6 (1(f)) (data processing is necessary for the legitimate interest of the data controller or the third party) – legitimate interest.

16. Within the period of the residence at the dormitory and up to 1 year from the accommodation contract, the data of the current and former residents can be provided electronically or in writing under the procedure stipulated by the legislation to the following institutions:

- 16.1. Migration Department at the Ministry of the Interior;
- 16.2. Local regional authorities;
- 16.3. Another school of higher education;
- 16.4. Foreign institutions (embassies and consular offices);
- 16.5. Law enforcement authorities;
- 16.6. Other institutions within the frameworks stipulated by the legislation of the Republic of Lithuania.

CHAPTER IV DUTIES OF THE DATA PROCESSORS

17. The administrative employees of the University have the right to process personal data. The access right to the University's information systems and personal data is provided according to the functions stipulated by the job descriptions of the employees.

18. While processing personal data the University's employees ensure that the personal data are:

- 18.1. Processed following these Regulations, GDPR, LLPPD and other regulations and legislation of the University regulating the data protection;

- 18.2. Not processed for the purposes incompatible with the purposes set before the collection of personal data;
- 18.3. Processed accurately, fairly and legitimately;
- 18.4. Accurate and comprehensive; inaccurate data have to be corrected or erased;
- 18.5. Processed using the organisational and technical measures for data security;
- 18.6. Not transferred to the third parties unless stipulated by the legislation;
- 18.7. Erased after the set time limits of personal data storage.

CHAPTER V RIGHTS OF THE DATA SUBJECTS

19. The Persons, as data subjects, have the following rights under the procedure stipulated by the legislation:

19.1. The right to access their personal data processed by the University – receive the University's confirmation regarding the processing of their personal data, access their processed data and the information about the purposes of data processing, the data sources, the recipients of the transferred data, the period of data processing, etc. The persons can exercise this right by applying to the University's data protection supervisor by email privacy@ktu.lt;

19.2. The right to correct their personal data if the information processed by the University is inaccurate or incorrect. The Persons can correct certain data in AIS and apply to the employees of the Student Accommodation Centre regarding the other data;

19.3. The right to erase or revoke the personal data that the Person has submitted in AIS and that are not required for the execution and administration of the process of accommodation at the dormitory. A student can erase these data in his/her account in AIS;

19.4. The right to lodge a complaint if the Person suspects that the processing of personal data at the University violates the requirements of the legislation regulating data protection. The Persons can lodge a complaint to the University's data protection supervisor by email privacy@ktu.lt. If the problem is not solved by the mutual efforts of the Person and the University, the Person has a right to lodge a complaint to the State Data Protection Inspectorate by email ada@ada.lt.

20. In order to exercise their rights, the data subjects submit a request in free format or a complaint to the University's data protection supervisor by email privacy@ktu.lt or at the address K. Donelaičio str. 73-110, Kaunas.

21. A request or complaint has to be legible and indicate the data subject's name, surname and contact data. The request is accompanied by a personal identity document or a copy thereof. The requests and complaints submitted not under this procedure are not examined. A data subject can exercise his/her rights personally or via a notarised representative.

22. The University responds to the requests or complaints of the data subjects within 30 (thirty) calendar days from the date of their receipt at the latest. In exceptional cases, when more time is required for the examination of the request or complaint or for the preparation of information, the term for response can be extended up to 60 (sixty) calendar days.

CHAPTER VI FINAL PROVISIONS

23. The Regulations are published on the website <http://bendrabuciai.ktu.edu>.

24. In the cases not stipulated by the Regulations, the decisions related to the protection of the data used in the execution and administration of the process of accommodation at the University's dormitories are made by the University's data protection supervisor.

25. The Regulations can be amended, supplemented or repealed by the order of the Rector of the University.