



KAUNAS UNIVERSITY OF TECHNOLOGY

PERSONAL DATA PROCESSING IN THE PROCESS OF THE THIRD CYCLE STUDIES AT KAUNAS UNIVERSITY OF TECHNOLOGY

I. Data are collected for the organisation of admission to doctoral studies, making of the learning agreement, registration of the beginning of studies and execution of the learning agreement (basis: making and execution of the learning agreement)

1. PERSONAL DATA

Kaunas University of Technology processes the following personal data or data directly relating to a person:

- 1) name;
- 2) surname;
- 3) personal identification code;
- 4) address of the place of residence;
- 5) telephone No.;
- 6) email address (private);
- 7) gender;
- 8) citizenship;
- 9) country from which the person has arrived;
- 10) photograph;
- 11) curriculum vitae (CV);
- 12) title of the identity document (for example, ID card, passport);
- 13) number of the identity document;
- 14) date of issue of the identity document;
- 15) validity term of the identity document;
- 16) number of the bank account;
- 17) copy of the document of the previously acquired education;

- 18) contact persons;
- 19) first level academic department;
- 20) second level academic department;
- 21) science/artistic field and code;
- 22) study cycle;
- 23) year of studies;
- 24) semester;
- 25) form of studies;
- 26) location of studies;
- 27) source of the funding of studies;
- 28) sum of support/scholarship;
- 29) support/scholarship period;
- 30) beginning of studies;
- 31) end of studies;
- 32) data of the doctoral student's work plan;
- 33) timetable of the classes of study modules;
- 34) learning outcomes;
- 35) data of diplomas, supplements, duplicates, academic certificates (title, number, date of issue, issuing institution);
- 36) price for a credit of studies;
- 37) name and code of the third party financing the studies;
- 38) title of the dissertation/artistic project;
- 39) results of performance evaluations;
- 40) mobility documents;
- 41) orders on the change of the student's status;
- 42) payments;
- 43) agreements with the University.

2. PURPOSES OF DATA PROCESSING

- 1) Organisation of admission to doctoral studies;
- 2) Making of the learning agreement;
- 3) Execution of the learning agreement;
- 4) Transfer of the data to the state registries and state institutions;
- 5) Protection of the student's vital interests in the case of an illness or accident;
- 6) Publication of the student's scientific/artistic works and his/her personal data as a researcher;
- 7) Other cases stipulated by the legislation.

3. LEGAL BASIS FOR DATA PROCESSING

- 1) Article 6 part 1 paragraph a of the EU General Regulation on Data Protection (data subject gave consent for his/her personal data to be processed for one or several specific purposes) – for the publishing of scientific/artistic works created by the student or with the student's involvement in their creation as a researcher and the publishing of information about such works for the purpose of publicising and promoting the University as a research institution;
- 2) Article 6 part 1 paragraph b of the EU General Regulation on Data Protection (data processing is required for the implementation of the contract that the data subject is a party of, or for the actions to be performed at the request of the data subject before making the contract) – **substantive legal basis**;
- 3) Article 6 part 1 paragraph c of the EU General Regulation on Data Protection (data processing is required to fulfil the legal obligations imposed on the data controller) – Law on Higher Education and Research of the Republic of Lithuania, Order No. V-149 of the Minister of Education and Science of the Republic of Lithuania “On the Approval of the Regulations of Research Doctoral Studies” of 8 March 2017; Order No. V-362 of the Minister of Education and Science of the Republic of Lithuania “On the Approval of the Guidelines for Preparation, Production, Accounting, Registration and Issue of the Mandatory Forms for Diplomas, Diploma Supplements and Academic Certificates” of 15 May 2017, etc.;
- 4) Article 6 part 1 paragraph d of the EU General Regulation on Data Protection (data processing is required for the protection of the vital interests of the data subject or another natural person);
- 5) Article 6 part 1 paragraph e of the EU General Regulation on Data Protection (data processing is required for the performance of the task performed for the public interest);
- 6) Article 6 part 1 paragraph f of the EU General Regulation on Data Protection (data processing is required for the legitimate interests of the data controller or the third party) – the information systems, software and electronic tools of the University or the third parties chosen by the University and used in the study process and its activities, video monitoring on the premises and within the territory of the University, etc.

More information about the processing of the students' personal data is provided in the University's Regulations of the Students' Personal Data Processing.

4. DATA RETENTION PERIODS

- 1) The applications and other documents submitted by the applicants, who want to participate in the competition for admission to doctoral studies – 1 year.

- 2) Retention period for the personal files of the persons admitted to doctoral studies – 50 years after the end of studies (printed documents and data are stored in the personal file, electronic ones are stored in the Academic Information System).
- 3) Data of video monitoring – 1 (one) month from the moment of creation of the record.
- 4) Retention periods for the data processed in the information systems and their backup copies are established for each system individually. More information is provided in the University's Personal Data Processing Policy and other documents of the University.

5. DATA PROVISION TO THE THIRD PARTIES

During studies, personal data of the student of the third cycle studies may be provided to the following institutions:

- 1) Students Register;
- 2) Diplomas and Certificates Register;
- 3) State Studies Foundation;
- 4) Law enforcement institutions;
- 5) Other institutions in accordance with the legislation of the Republic of Lithuania.

6. CONTACT DATA OF THE RESPONSIBLE PERSON

The student of the third cycle studies, who wants to get acquainted with his/her personal data, the purpose and legal basis of their processing, and other information, or to amend or transfer the data, can apply to

Name, surname	Job position	Address of the workplace	Tel.	Email
Reda Žilėnaitė	Head of the Doctoral School	Studentų St. 50, Kaunas	+37061416110	reda.zilenaite@ktu.lt

7. PROCEDURE FOR EXERCISING THE RIGHTS OF THE DATA SUBJECT

The student who wants to exercise any of his/her rights as a data subject, for example, to know what personal data are being processed, obtain a copy of them, update them, suspend or restrict their processing, has to apply to the responsible person identified in paragraph 6 and the student, who feels that his/her rights to the protection of personal data are violated, can apply to:

- 1) The responsible person identified in paragraph 6 of this document;
- 2) The State Data Protection Inspectorate.

8. DATA OF THE DATA PROCESSOR

Kaunas University of Technology
 Public institution, K. Donelaičio St. 73, 44249 Kaunas
 Tel. (8 37) 32 41 40 / 30 00 00, fax (8 37) 32 41 44, ktu.edu, email ktu@ktu.lt
 Data are collected and stored at the Register of Legal Entities, code 111950581.

II. Data collected for the information about the close relative and his/her contacts in the case of an accident or another exceptional case (basis: vital interests of the data subject)

Data of the contact person to be contacted in the case of an accident or another exceptional case:

- 1) Name, surname;
- 2) Address of the place of residence;
- 3) Telephone;
- 4) Email address.

I have read and know that my personal data will be processed for the purposes and using the methods specified above.

By marking "X" or "V" here, I CONSENT for my personal data (name, surname, academic department, science/artistic field, title of the dissertation/artistic project, University's email address) to be provided while publishing the research works for which I am/will be the author or researcher or publishing information about such works for the purpose of publicising and promoting the University as a research institution. My consent is valid for the validity term of the learning agreement with the University or until I withdraw it. The withdrawal of consent does not oblige the University to remove my works or information about them published during the period of my consent.

Name, surname, signature, date _____