



**ST. ELIZABETH'S UNIVERSITY OF HEALTH AND SOCIAL WORK,
N. O. Bratislava**

**Directive on the work, processing, notification and handling of personal data
of students and teachers and their protection at the St. Elizabeth University
of Health and Social Work in Bratislava**

**Directive issued by the Rector of the St. Elizabeth University of Health and Social Work,
n. o. in Bratislava**

BRATISLAVA 2022

Directive on the work, processing, notification and handling of personal data of students and teachers and their protection at the St. Elizabeth University of Health and Social Work in Bratislava

This Directive informs about the work, processing, notification and handling of personal data of students and employees of the university, as well as persons applying for graduation within the meaning of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, or specialization within the meaning of Government Regulation No. 296/2010 Coll. on the professional competence for the exercise of the health profession, the manner of further education of health professionals.

Article 1

The university's remit in the information system

St. Elizabeth University of Health and Social Work is not an obliged person according to Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts (Act on freedom of information), as it does not meet the definition of an obliged person according to § 1 and § 2 of the cited Act, its legal form is a non-profit organization.

Article 2

Submission of information containing personal data

With the Rector's consent, information can be provided to a legal or natural person with permanent residence in the Slovak Republic outside the Act No. 211/2002 Coll. on Free Access to Information, if the following conditions are met:

A natural or legal person with permanent residence in the Slovak Republic may be provided with information on graduation proceedings (rigorous, doctoral, habilitation, specialisation studies), or on the course of higher education studies of the first, second and third degree only if:

- a) the data subject(s) (opponents, committee members, members of the scientific board) give their consent to the processing of personal data,
- b) the name, address of the legal and natural person requesting the information is clear beyond doubt (this is not an anonymous request),
- c) data is requested by a person who has consent to the processing of personal data and authorization from a domestic or foreign accreditation or evaluation body, a central government body under the jurisdiction of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Ministry of the Interior of the Slovak Republic), as well as the appropriate level of vetting by the National Security Office (NSA), to work with personal data.

Article 3

Sanctions

If a legal or natural person attempts, alone or in cooperation with third parties, to obtain personal data without complying with the obligations set out in this Internal Regulation, an employee or student of the University who becomes aware of this shall make an appropriate notification to the Rector of the University and to the Head of Human Resources. They shall immediately report such attempt or action to the competent district prosecutor's office at the place of the request on suspicion of the offence of misuse of personal data. The Rector shall at the same time make a notification to the central government authority for the protection of personal data.

Article 4

Common provision

This is without prejudice to the obligation of the university to publish the legally prescribed data on the graduation procedures of the university for a period of 5 years, imposed by Act No. 131/2002 Coll.

246/2019 Coll. on the procedure for obtaining scientific-pedagogical titles and artistic-

pedagogical titles of associate professor and professor, as far as persons of Slovak citizens are concerned, to whom these regulations apply in their entirety. They shall apply to foreign nationals *mutatis mutandis*, taking into account the legislation in force at the place of the university's place of work or the place of activity of the natural person, student or employee of the university. Data defined as 'indicators' (signatures, photographs, etc.) may be published only with the consent of the persons concerned.

Article 5

1. Directive entitled Directive on the work, processing, notification and handling of personal data of students and teachers and their protection at the St. Elizabeth University of Health and Social Work in Bratislava

a) discussed by the Academic Senate of the St. Elizabeth's University of Health and Social Work, n. o. in Bratislava on 6. 7. 2022

b) was approved by the Scientific Council of the St. Elizabeth University of Health and Social Work in Bratislava on 7 July 2022.

2. This Directive shall enter into force on 8 July 2022.

Bratislava, 8 July 2022

Dr. h. c. prof. MUDr. Juraj Benca, PhD., MPH
Rector