

# PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE



## **PROTECTION OF PERSONAL DATA OF USERS OF THE UNIVERSITY LIBRARY of Pavol Jozef Šafárik University in Košice**

### **I. GENERAL STIPULATION**

1. The UL is information system operator under Law Act No. 18/2018 Coll. on Personal Data Protection and on amendment and supplementation of certain acts (hereinafter the "Act").
2. A personal data under § 4 of the Act details relating to an identified or identifiable person, while such person is one who can be identified directly or indirectly in particular a general identifier or to one or more features or attributes that make up the physical, psychological, mental, economic, cultural or social identity. In terms of the UL they are particularly address and identification user data or loan user data or other transactions. The UL proceed to the processing of personal data under the Act, Library Regulations and its annexes and other generally binding regulations. Personal data are processed by the UL's own staff manually or automated way. The UL processes only true and accurate personal data for this purpose verified.

### **II. PURPOSE OF PROCESSING THE USER'S PERSONAL DATA**

1. provision of services to users in such a way that the UL may effectively contact the user in cases as specified by the Library Regulations or in those applied for by the user themself;
2. keeping accurate registration of all transactions undertaken in relation to the user, mainly about made loans, the subject, the beginning and the end of loans using system tools, which register the library staff at individual transactions;
3. implementation of quality control of services and control the causes of user claims;
4. realization of statistical evaluation of its activities, particularly loan activities and their evaluation for efficient acquisition and management of the library's collection;
5. protection of the property acquired from budget and non-budgetary sources, especially book collection specified for off-site loans outside the UL area;
6. fulfillment of obligations under the generally binding regulations, in particular:
  - Law Act No. 126/2015 Coll. on Libraries of the amendment of the Slovak National Council 206/2009 Coll. the preservation of historical monuments and amending Act no. 372/1990 Coll. as amended by Act no. 38/2014 Coll. as amended
  - Law Act No. 431/2002 Coll. on Accounting as amended
  - Law Act No. 185/2015 Coll. on Copyright and rights related to copyright (Copyright Act) as amended.

### **III. EXTENT OF PROCESSING OF THE USER'S PERSONAL DATA**

1. The UL processes the following basic identification user data:

- name and surname;
- academic degree;
- address of permanent residence;
- date of birth;
- identity document number and its validity. Citizens of the Slovak Republic prove their identity with an identity card or travel document, foreigners prove their identity with a travel document, residence permit document or card for asylum seeker;
- address of temporary residence;
- e-mail;
- telephone number.

2. The user is obliged to prove the above data at the registration process in the UL, if he/she wishes to use of UL full-services. The UL verifies the basic identification data against valid personal identity card issued by state administration office and government office, against which all identification data may be verified. The identity card is one of such papers for the citizens of the Slovak Republic. The UL verifies the basic identification data at registration, in extending the validity of the user's ID card, and with any other change in any of the above given identification data. The UL due to conservation and efficient use of the library's collection care prevent multiple user registration and therefore before any registration of a new user by the staff member available personal data verify duplicate records in the user database.

### **IV. MODE OF PROCESSING AND SAVING THE USER'S PERSONAL DATA**

1. In original papers:

- User registration. This document is deposited in lockable boxes during the time of validity of the user's ID card. A new user registration is processed in case any change occurs in any of the personal data. The original document shall be liquidated. Access to those papers is only reserved to those employees whose job description contains work with personal data.

2. In the computer database:

- Database of the UL users
  - a) documents basic identification data of the user, their other contact data, and service data;
  - b) is stored on dedicated UL server; access to the database is protected by the system of access accounts, passwords, and rights determined within the extent as required for the tasks to be performed by individual UL employees. The data saved in the database are moreover protected by the system of safety copies saved outside the area, in which the server is stationed.

### **V. RESPONSIBILITIES OF THE EMPLOYEES IN PROCESSING THE PERSONAL DATA OF UL USERS**

1. All of UL employees are obliged to process the personal data exclusively within their scope of work and tasks imposed on them by senior officials in charge within the above extent and purpose and in accordance with stipulations of the respective Law Act, the respective bylaws and other binding regulations.

2. The UL employees are obliged:

- a) ensure the accuracy of processing of personal data and verify their documents according to the intended;
  - b) eschew any behavior that could lead to unauthorized access by third parties to the personal data of UL users;
  - c) to immediately report to their superior any complaint filed by the user orally or in writing in respect of the protection of their personal data;
  - d) keep secret on any personal data and safety measures even after the termination of employment with the UL.
3. The UL employee is prohibited:
- a) to give out to anybody their passwords to UL network or information system;
  - b) to give out to unauthorised persons any information on safety measures adopted for the protection of library collections;
  - c) allow to movement of unauthorized persons in an area where personal data are processed and saved;
  - d) aloud communicate personal data in public UL areas , unless the person concerned explicitly asks that this be done;
  - e) to enable viewing by unauthorised persons the papers and computer monitor carrying personal data of other users.
4. Violation of these obligations by UL employees shall be viewed as breach of discipline and resolved in accordance with the respective stipulations of the Labour Code.

## **VI. LIQUIDATION OF PERSONAL DATA**

1. The UL processes personal data as of the date of user's having signed in the UL the User registration form. The UL shall save the user's personal data until the user applies in writing for cancelling the same or until the period of 1 year of the validity of their user's ID card will have elapsed, the user having had no obligations toward the UL. In the case of one-day users, the UL will destroy the personal data immediately on the second day after registration. If the user applies for suspension of processing their personal data or the above period of time elapses, while complying with the above conditions, the UL shall consider the contractual relationship terminated and shall liquidate the personal data:
  - by discarding the original papers – User registration form and User's ID card shall be physically liquidated under UPJŠ Registry Rules;
  - in the library-information system by anonymising (deleting) identification data.
2. Safety copies containing the users' personal data are only accessible to a limited number of UL employees who have been authorised by a decree in writing issued by UL director.
3. Should the user find out that obligations have been violated on the part of the UL, the former shall become entitled to demand from the UL that immediate remedy be made or apply with the Office for the Protection of Personal Data that remedial steps be undertaken.