



UNIVERSITY OF GJAKOVA
"FEHMI AGANI"

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The Steering Council of univeristy of Gjakova“Fehmi Agani“, based on its powers detremined by article23 of Temporary Status of University, on enforcement of article16paragraph 2that comes under Law No.03/L-172 of Protection of Personal Data (Offical Newspaper of Republic of Kosovo No.70/31 Maj 2010), in the meeting held on date_____approved:

REGULATION

**On procedures and measures for processing and security of personal data in
University of Gjakova "Fehmi Agani"**

Article 1

Aim

This Regulation determines procedures and measures for processing and security of personal data in University of Gjakova "Fehmi Agani"

Article 2

Scope

During collection, processing and control, personal data must be clear and safe, fully implementing all procedures and other organizational measures to ensure more effective technological methods for their protection from any unauthorized access, respectively for preventing their misuse.

Article 3

Data processors

1. In accordance with enforced legislation, processor of personal data from corresponding fields should have in mind the situation before and after receiving data .

2. Processing of personal data is made respecting and guaranteeing basic human rights and freedom , especially the right of protecting private life.
3. Personal data are kept safe, in order not to be misused or corrupted in any way.
4. Personal data for processing should be taken in the right way and the subject of data should give his/her approval for their processing.
5. Të dhënat mund të përpunohen pa pëlqimin e subjektit të të dhënave vetëm në ato raste kur përpunimi është i domosdoshëm sipas legjislacionit në fuqi.

Article 4 **Receiver of data**

1. While taking and processing personal data from article 3 of this Regulation , the officer should apply the right of privacy and of family, inviolability of home, the secrecy of correspondence, of phone calls and other communications, in accordance Constitution of Republic of Kosovo.
2. Officer is obliged to keep the secrecy of information that is evidenced in manual file away from unauthorized persons that seek these data

Article 5 **Information that is given to data subject**

Every individual for whom the personal data is kept, has a right to a copy of data, the aim, identity and the source of data, if it does not contradict with public interest

1. If personal data is taken directly from data subject, data controller or his representative should offer the data subject, at the moment of collecting data, at least the following information, except in the occasions when he/she knows these information:

1.1 Identity of data controller and the identity of his /her possible representative, such as name(s), title, respectively the official position, the address or emplacement , and when possible the e-mail address and the phone number, as well.

1.2. Purpose of processing;

1.3. Information that have to do with answers being obligatory or voluntary as well as with consequences of failing to give answers;

1.4. Informations regarding the right to access, transcript, copy, fill, correct, block and extermination of personal data..

1. If in special conditions for collecting personal data determined by paragraph 1 of this article, legal and impartial processing of personal data of data subject needs to be secured, the data controller based on paragraph 1 of this article, should also offer to data subject the extra information, if the data subject does not know this information, as it follows:

2.1 . Information about receiver or the receiver categories of personal data.

2.2. legal base of processing actions.;

3. If the personal data is not collected directly from the data subject, data controller or his representative should offer to data subject the following information, except in cases when data subject already knows the information:

3.1. Identity of data controller and the identity of his /her possible representative, such as name(s), title, respectively the official position, the address or emplace, and when possible the e-mail address and the phone number, as well.

3.2. The purpose of processing;

3.3. Information regarding the right to access, transcript, copy, fill, correct, block and termination of personal data;

3.4. Data origin

4. If in special conditions for collecting personal data determined by paragraph 3 of this article, legal and impartial processing of personal data of data subject needs to be secured, the data controller based on paragraph 3 of this article, should also offer to data subject the extra information, if the data subject does not know this information, in the following order:

4.1. Information about categories of collected personal data

4.2. Information about the receiver or categories of personal data receivers

4.3. legal base of processing actions;

5. information from paragraph 3 and 4 of this article are not given if for historical, statistical or science-research reasons it is proven that it is impossible, they cost a lot or too much effort, or it takes too long, or if processing or disclosure of personal data is clearly foreseen by law.

Article 6

Tasks and responsibilities of officials dealing with personal data processing

The official that deals with personal data processing during taking, collecting, controlling and processing personal data is obliged to do the coordination and administration, and to secure the implementation of procedures in accordance with article 14 of Law No. 03/L-172 on Personal Data Protection (Official Newspaper of Republic of Kosovo No.70/31 Maj 2010)

1. During collecting, controlling , and processing personal data, the official from pragraph 1 of this article must adhere to certain principles that are detrmind by enforced legislation. These data should be continually updated.

2. Personal data from pragraph 2 must be saved as long as necessary for fullfilling the aim they are collected for..

Article 7

Data storage

1. Data is kept in correct, carefull, precise, full and updated way. korrekte, te kujdesshme, te

2. Personal data is stored in corresponding manual and electronic file.

Article 8

Confidentiality

Controllers, processors and persons that are made aware on processed data are obliged to keepconfidentiality and credibility during and after completing their work.

Article 9

Implementation

All academic and organizational units are obliged to implement this regulation.

Article 10

Vindictive provisions

Non implementation of this Regulation is sanctioned based on Heading VII of Law No.03/L-172 on Personal Data Protection(Official Newspaper of Republic of Kosovo No.70/31 Maj 2010)

Article11

Enforcment

This regulation is enforced seven(7) days after signed by the Chairman of Steering Council.

Regulation is addressed to:

- UGJ archive
- UGJ Rector
- General Secretary
- Academic units deans
- The legal officer.

Prof.Dr. Luan Ahma

Chairman of Steering Council