



UNIVERSITY OF GJAKOVA

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Steering Council of University of Gjakova "Fehmi Agani", in support of article 23 of Provisional Statute of University, pursuant to Article 69 of Law 03/L-172 on protection of personal data, at the meeting held on the date _____ approved:

REGULATION

for register on visitors' book of persons that enter and exit from rectorate building

Article 1

Aim

- 1.1. The University of Gjakova (hereinafter UGJ) is committed to provide a safe working environment not only for its staff and property, but also for visitors, the University of Gjakova has a legal obligation to protect the information and other assets it has in ownership or use,
- 1.2. This regulation contains the procedure which must be followed by all visitors to the UGJ Rectorate. The procedure defines the responsibilities and defines the actions to be taken to create security and protection for UGJ workers, their visitors and their property, and to ensure that only authorized persons have access to its facilities.
- 1.3. The secondary aim but of equal importance is to document who is in the building in the event of a natural disaster or emergency.
- 1.4. The established process is in accordance with the legislation in force and ensures that the personal information of visitors is collected and treated in accordance with the law on personal data protection.

Article 2

Scope

This procedure applies only to visitors to the UGJ Rectorate building. Similar procedures do not apply to visitors to the facilities of the academic units of UGJ and other administrative offices due to the high attendance of students, Security and protection of people and property belongs to all persons entering the building of the Rectorate.

Article 3

Definitions

3.1. For the purpose of this Regulation, the following expressions have this meaning:

3.2. **Visitors** –guests, students, project partners, auditors, journalists, associates and other persons that are not employed from the University of Gjakova when working or visiting the Rectorate of UGJ..

3.3. **Contractor** - the person or employee of a company who performs a contract or order, who regularly provides supplies or performs services and their subcontractor. Other service or supply providers are considered visitors.

3.4. **Maintenance staff** - contracted service providers who have been assigned to maintain the Rectorate's facility and space.

Article 4

Requirements for visitors

4.1. Visitors to the main entrance of the rectory are first subjected to a check by the insurance worker through the hand detector, then asked to appear at the receptionist's reception to register and indicate which of the rectory officials they wish to meet. The receptionist should contact the official they wish to visit to confirm the appointment. If the visit is confirmed, it is required that the visitor be provided with a visitor card.

4.2. To be allowed entry, all adult visitors must present an identification document with photographs issued by the competent authority, the employer's institution or the University of Gjakova, such as a driver's license, ID card, passport or ID card.

4.3. The visitor identification document is for internal use only, unauthorized distribution is prohibited. While the visitor is at the facility, the identification document remains at the reception.

4.4. The receptionist will record the following information about the visitor in the visitor's book:

- a) Name and surname, as written in the identification document
- b) Number and type of identification document submitted
- c) Permanent or temporary address
- d) Reason for entering the building
- e) Date and time of entry
- f) Date and time of exit

4.5. After registration, the receptionist will give the visitor a visitor card. The visitor card should be carried on the outside of the garment and be visible.

4.6. The visitor must wait for the escort to send him to the office in which the visitor has submitted a request for a visit.

Article 5

Requirements for contractors

5.1. Contractors are required to appear at the receptionist at the main entrance and explain the reason for their visit. The receptionist should contact the responsible worker to oversee the work and confirm the meeting. Contractors who visit the rectory frequently for business purposes are not required to be accompanied.

5.2. If the job is confirmed, visitors are required to obtain a visitor card. To register, all visitors are required to present an identification document with photographs issued by the government or employer, such as driver's license, ID , passport or ID card.

5.3. The visitor identification document serves only for internal use - unauthorized distribution is prohibited. During the time the visitor is in the facility, the identification document remains at the reception.

5.4. The receptionist will record the following information about the visitor in the visitor's book:

- a) Name and surname, as written in the identification document
- b) Number and type of identification document submitted
- c) Permanent or temporary address
- d) Reason for entering the building
- e) Date and time of entry
- f) Date and time of exit

5.5. After registration, the receptionist will give the visitor a visitor card. The visitor card should be worn on the outside of the garment and be visible.

5.6. Contractors are allowed to enter and work in the areas designated for them and only for the purpose for which they were contracted, respecting the scope of work and the procedures of the Rectorate. They are not allowed to enter the offices for any reason without the escort of an authorized employee.

5.7. The authorized official of the Rectorate, responsible for supervising the work of the contractor must inform them about security procedures in the rectory.

5.8. After leaving the building, the contractor must return the visitor's card and retrieve his / her identification document. The receptionist will record the time of departure.

5.9. If for any reason, the visitor leaves or forgets the identification document at the rectory, the rectory staff should contact and inform him. If it is impossible to contact the visitor, then the rectory will inform the police about the document

Article 6

Requirements for maintenance staff

Maintenance staff assigned as permanent in the rectory facility are not required to register in the visitor's book, they may perform their duties unaccompanied, however, they are allowed to enter and work in designated areas only for the purpose for which they have been contracted, respecting the scope of work and the procedures of the Rectorate. They are not allowed to enter the office for any reason without the notification of the official of the respective office or without the escort of an authorized worker.

Article 7

Other requirements

7.1. All visitors, contractors and maintenance staff are required to enter and exit the building only through the main entrance of the rectory.

7.2. Any visitor who does not show the visitor's card may be required by the responsible staff of the Rectorate to remove him / her from the facility or return to the reception area to register and obtain the visitor's card.

7.3. Security guards may request to check backpacks, laptops, hardware, etc., at the entrance and exit of the facility, if they reasonably suspect that the visitor may endanger the safety of staff and property.

7.4. Any incident, injury or accident involving a visitor or contractor must be reported immediately to the facility security worker and the General Secretary.

Article 8

Management of entry and exit register

8.1. The entry / exit signature book must be kept in the reception area. The register book contains personal data, therefore, it must be stored and archived in accordance with the law on personal data protection.

8.2. Data from paragraph 4.5 of Article 4 and paragraph 5.4. of Article 5 of this regulation are considered as official documents, if the collection of data is required for the purposes of the police and the activities of the intelligence services.

8.3. The registers will be kept no longer than three (3) years from the day of their registration and after the expiration of this period, they will be deleted and destroyed, unless otherwise provided by the legislation in force.

Article 9

Visitors who have been invited for a test or interview

The staff manager will send the list with the names and surnames of the candidates invited to the test / interview to the receptionist. The receptionist will verify the ID cards of the invited candidates for the interview and then the security guard will allow them to enter the facility. The official or manager of the staff will accompany the candidates to the office or hall where the test / interview will be held.

Exceptions to the general rules

10.1. Various local or international delegations and various working groups are not required to submit identification and registration documents at the reception. In such cases, the insurance employee will be notified in time of the official visit of the delegation or the employee of the working group so that they can accompany them to the office or hall where the meeting will be held.

10.2. Depending on the purpose of the visit (official or private), the official-state persons (police or military wearing uniform, civilian police, inspectors, prosecutors, etc.) may not be required to register at the reception, but only to show the official identification document or authorization.

Article 11 Enforcement

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