



THE MINISTRY OF EDUCATION AND
SCIENCE OF THE RUSSIAN FEDERATION

**SOUTH URAL STATE
UNIVERSITY**

APPROVED BY

Rector's order

dated 16.06.2017 № 244

REGULATIONS

Chelyabinsk

on personal data processing policy of South Ural State University

(as amended by the rector's order No. 98-13/09 dated 04.06.2020)

1. GENERAL PROVISIONS

1.1. The following Regulations on personal data processing policy of South Ural State University (hereinafter – the Policy) are developed per article 18.1 of the Federal Law dated 27.07.2006 N 152-FZ “On personal data” (hereinafter – the Law on PD) and are the local normative document in South Ural State University (hereinafter – the University), defining the key directions of its activities in the field of processing and protection of personal data (hereinafter – PD), operated by the University.

1.2. The Regulations were developed to implement the legislative requirements in the field of processing and protection of PD and are aimed at ensuring the protection of human and civil rights and freedoms when processing their PD at the University, including the protection of the rights to privacy, personal and family secrets.

1.3. The composition of protection measures, including their content and the choice of means of protection of PD is determined and local regulations on the processing and protection of PD are approved by the University rector's order based on the requirements:

- Constitution of the Russian Federation;
- The Law on PD;
- Federal law of the Russian Federation No. 149-FZ dated 27.07.2006 “On information, informational technologies and the protection of information”;
- Labor code of the Russian Federation;
- Resolution of the Government of the Russian Federation No. 1119 dated 01.11.2012 “On approval of requirements for the protection of personal data when processing them in personal data information systems”;
- Order of FSTEC dated 18.02.2013 No. 21 “On approval of the Composition and content of organizational and technical measures to ensure the security of PD when processing them in PD information systems”;
- Resolution of the Government of the Russian Federation dated 15.09.2008 No. 687 “On approval of the Regulation on the specifics of personal data processing performed without the use of automation tools”;

- Order of the Federal Service for Supervision of Communications, Information Technology, and Mass Media dated 05.09.2013 No. 996 “On approval of requirements and methods for depersonalization of personal data”;
- other regulatory legal acts of the Russian Federation on the processing and protection of PD;
- Internal labor regulations of the University.

1.4. These Regulations are brought to the attention of PD subjects against their signature and are to be obligatorily published in open unrestricted access on the official website of the University.

2. GROUNDS FOR PROCESSING AND COMPOSITION OF PERSONAL DATA PROCESSED AT THE UNIVERSITY

2.1. PD processing at the University is carried out to fulfill the University's obligations under the current legislation of the Russian Federation, including:

- Federal Law No. 273-FZ dated 29.12.2012 “On Education in the Russian Federation”;
- Labor code of the Russian Federation;
- Federal Law No. 27-FZ dated 01.04.1996 “On individual (personalized) accounting in the system of mandatory pension insurance”;
- Federal Law No. 53-FZ dated 28.03.1998 “On military duty and military service”;
- other normative legal acts of the Russian Federation in the field of education;
- University Charter.

2.2. The University processes personal data of the following subjects:

- University employees;
- applicants for employment;
- students (including students, postgraduates, doctoral students, students who are taking courses);
- party to the agreement, beneficiary or guarantor under the agreement with the University;
- applicants.

2.3. PD is obtained and processed by the University with the written consent of the PD subject (Appendix No. 1-6), unless otherwise provided by law.

2.4. To perform the functions assigned to the University, the University has the right to assign the processing of PD to third parties following the established procedure.

Contracts with individuals who are assigned by the University to process PD include conditions that oblige such individuals to respect the confidentiality of PD and ensure the security of PD during their processing, as well as requirements for the protection of processed PD.

2.5. The University provides the PD processed by it to state bodies and organizations that have the right to receive the corresponding PD following federal law.

2.6. The University does not process PD that is incompatible with the purpose of its collection. Unless otherwise provided by federal law, upon completion of PD processing at the University, including when the goals of their processing are achieved or the need to achieve these goals is lost, the PD processed at the University is destroyed or depersonalized.

2.7. To ensure the safety of PD, the University follows the principles established by the Law on PD. When processing PD, their accuracy, sufficiency, and, if necessary, relevance to the purposes of processing is ensured. The University takes the necessary measures to delete or clarify incomplete or inaccurate PD.

2.8. Special categories of PD relating to race, nationality, political views, religious or philosophical beliefs, or intimate life are not processed, except in cases provided by law in the field of PD.

3. ACCESS TO PROCESSED PERSONAL DATA

3.1. Employees of structural divisions process PD to the extent necessary for the implementation of the functions stipulated in the Regulations of structural divisions, as well as other local acts of the University approved by the rector's order.

3.2. Employees' access to the processed PD is carried out in accordance with their official duties, stipulated job descriptions, subject to compliance with the requirements of local regulatory documents of the University after signing a non-disclosure commitment (Appendix No. 7)

Employees who are allowed to process PD get acquainted with the University documents that establish the procedure for processing PD against their signature.

3.3. The procedure for access to a PD subject to his PD processed by the University is determined in accordance with the law and these Regulations.

4. IMPLEMENTED REQUIREMENTS FOR PERSONAL DATA PROTECTION

4.1. The University takes legal, organizational and technical measures (or ensures their adoption) necessary and sufficient to ensure the fulfillment of the obligations stipulated by the Law on PD and regulatory legal acts adopted in accordance with it, to protect PD from unauthorized or accidental access to them, destruction, modification, blocking, copying, provision, distribution of PD, as well as from other illegal actions to PD.

4.2. The University familiarizes employees of the University directly involved in the processing of PD with the conditions of the legislation on PD, including requirements for the protection of PD, Policy and other local regulations on the processing of PD, and (or) training these employees on the processing and protection of PD.

4.3. When processing personal data with the use of University automation tools, in particular, the following measures shall apply:

- development and implementation of measures to ensure the safety of PD is carried out by the structural division of the University, appointed by the rector's order;
- documents on the processing and protection of PD are approved (issued), including those establishing procedures aimed at preventing and detecting violations of the law and eliminating the consequences of such violations;
- internal control of compliance of PD processing with the Law on PD and regulatory legal acts adopted in accordance with it, requirements for PD protection, Policy and local regulatory documents of the University is carried out by a division appointed by the rector's order, in accordance with the work plan approved by the Vice-Rector for Informatization;
- assessment of the harm that may be caused to the subjects of PD in case of violation of the Law on PD is made, the ratio of this harm, and the measures taken by the University to ensure the fulfillment of obligations provided by the Law on PD is determined.

4.4. Security of PD at the University as they are processed in the Personal Data Information System is achieved at the University, in particular by:

- determination of the threats to PD security. The type of current threats to the security of PD and the required level of protection of PD is determined in accordance with legal requirements and taking into account the assessment of possible harm;
- determining the composition and content of measures to ensure the security of PD in accordance with the established procedure, and selecting means of information protection. If it is impossible to implement selected technical measures to ensure the safety of PD, as well as taking into account economic viability, the University can develop compensating measures aimed at neutralizing current threats to the security of

PD. In this case, during the development of the Personal Data Protection System justification of the application of compensating measures to ensure the safety of PD shall be proceeded;

- the use of organizational and technical measures to ensure the security of PD necessary to meet the requirements for the protection of PD that provide certain levels of protection of PD, including the use of information security tools that have passed the conformity assessment procedure, when the use of such tools is necessary to neutralize current threats;
- the location of Personal Data Information System within the controlled area of the University and the Database storage of Personal Data Information System exclusively in the territory of the Russian Federation.

The University, among other things, carries out the following activities:

- assessment of the effectiveness of measures taken and implemented to ensure the safety of PD;
- the account of machine data carriers, ensuring their safety;
- detection of unauthorized access to PD and taking appropriate measures;
- restoring PD that has been modified or destroyed due to unauthorized access;
- establishing rules for access to processed PD, as well as ensuring registration and accounting of actions performed with PD;
- organization of a security regime for premises where the information system is located, preventing the possibility of uncontrolled entry or stay in these premises of persons who do not have the right to access these premises;
- the monitoring of the measures taken to ensure the security of personal data as well as the protection level of the Personal Data Information System.

4.5. Ensuring the protection of PD at the University when processing them without the use of automation tools is achieved, in particular, by:

- separating PD from other information;
- preventing the fixation of PD on a single material carrier, the processing goals of which are incompatible;
- use of separate material carriers for processing each category of PD;
- taking measures to ensure separate processing of PD when the purposes of processing PD recorded on the same material carrier are incompatible if the material carrier does not allow processing of PD separately from other PD recorded on the same carrier;
- compliance with the requirements for:
 - separate processing of PD recorded on the same material carrier and information not related to PD;
 - updating the PD;
 - destruction or depersonalization of a part of the PD;
 - the use of standard forms of documents, the nature of information in which assumes or allows to include PD in them.

4.6. Places and terms of storage of PD material carriers are determined by the Consolidated list of University Affairs approved by the rector's order.

4.7. The procedure for storage and destruction of PD material carriers is established by the University records management Instruction.

5. RIGHTS AND OBLIGATIONS OF SUBJECT OF PERSONAL DATA

5.1. The subject of PD has the right to:

- obtaining information related to the processing of his PD, except in cases provided for by federal law;

- explanation of the procedure for protecting the PD subject's rights and legitimate interests;
 - request to exclude or correct incorrect or incomplete PD, as well as data processed in violation of the requirements of the Labor code of the Russian Federation or other federal law;
 - the requirement to notify all persons who were previously informed of incorrect or incomplete personal data, of all exceptions, corrections or additions made to them;
 - appeal against the operator's actions or omissions.
 - other rights defined by law.
- 5.2. To ensure the accuracy of the PD, the PD subject must:
- to provide complete and accurate information about yourself;
 - in case of changes in the information constituting the PD, notify the University in writing about the relevant changes within 14 days.

6. PUBLICLY AVAILABLE SOURCE

6.1. Publicly available sources of PD can be created for information purposes, in accordance with article 8 of Federal Law No. 152-FZ dated 27.07.2006 “On personal data”. Publicly available sources of PD may include, with the written consent of the PD subject, his last name, first name, patronymic, year and place of birth, address, phone number, information about the profession and other PD reported by the PD subject.

6.2. To ensure openness and accessibility of information about the University, in accordance with the Decree of the Government of the Russian Federation dated 10.07.2013 № 582 “On approval of rules of placement on the official website of the educational organization in the information-telecommunication network “Internet” and update information about the educational organization” and rules and regulations approved by rector's order, PD can be published on the official website of the University.

6.3. Information about a PD subject must be excluded from publicly available PD sources at any time at the written request of the PD subject or by a court decision or other authorized state bodies, except for information that must be published in accordance with current legislation.

7. LIABILITY FOR VIOLATION OF THE RULES GOVERNING THE PROCESSING AND PROTECTION OF PERSONAL DATA

7.1. Persons guilty of violating the Russian Federation legislation provisions in the field of PD when processing them are subject to disciplinary and material liability in accordance with the procedure established by the Labor code and other federal laws, as well as to civil, administrative and criminal liability in accordance with the procedure established by federal laws.

The DRAFT Regulations have been developed by

Head of Information Security Department

I.S. Antyasov

AGREED BY

Vice-Rector for Informatization

L.B. Sokolinskiy

Head Of Special Department	E.A. Tryaskin
Head of Human Resources Management	T.V. Miloserdova
Head of Legal Department	E.E. Shvedova
Head of Office Management	N.E. Tsiulina
Head of Academic Services Department	I.V. Sidorov

C O N S E N T

to process personal data of a University employee

I,

Surname _____

Name _____

Patronymic _____

Address _____

Passport: series _____ number _____ date of issue _____

the authority that issued the passport _____

as a subject of personal data I consent to their processing by my will and in my interest to the Federal State Autonomous Educational Institution of Higher Education “South Ural State University (national research university)” (hereinafter – the Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

The purpose of personal data processing: registration and regulation of labor relations and other relations directly related to them; provision of information in the manner prescribed by law; ensuring the provision of social benefits.

List of personal data, including biometric personal data for processing to which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- INN number;
- insurance certificate number;
- family, social, and property status (for social benefits);
- information about military registration;
- family composition;
- phone number and/or landline (if available);
- information about education (including further training);
- position;
- profession;
- information about work experience, previous jobs;
- information on wages;
- bank details for transfer of salary (if available);
- health status (results of a medical examination for fitness to perform work duties);
- information about the presence (absence) of a criminal record;
- academic degree (if any);
- academic title (if any);
- membership in RAN (Russian Academy of Sciences) (if any);
- information about awards and incentives;
- language proficiency;
- academic interest;
- link to personal website in the University domain (if any);

- participation in scientific exhibitions and conferences;
- information about participation in research projects and grants (including the form);
- information about patents (including software registration certificates);
- scientific internship;
- the number of doctoral and master's theses defended under the guidance (consulting) of the employee;
- information about scientific and methodological works;
- links to profiles in scientific Internet resources;
- the Hirsch index in the scientometric databases RSCI, WoS, Scopus;
- facial image (biometric personal data);
- voice (biometric personal data);
- other information about me that is necessary for correct documentation of legal relations between me and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ " _____ 20____

Signature

Surname, first name, and patronymic

C O N S E N T

to process personal data of an applicant for a vacant position at the University

I,

Surname _____

Name _____

Patronymic _____

Address _____

Passport: series _____ number _____ date of issue _____

the authority that issued the passport _____

as a subject of personal data I consent to their processing by my will and in my interest to the Federal State Autonomous Educational Institution of Higher Education “South Ural State University (national research university)” (hereinafter – the Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

The purpose of personal data processing: registration of documents for filling a vacant position.

List of personal data for processing for which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- photo;
- phone number and/or landline (if available);
- information about education (including further training);
- position;
- profession;
- information about work experience, previous jobs;
- health status (results of a medical examination for fitness to perform work duties);
- information about the presence (absence) of a criminal record;
- academic degree (if any);
- academic title (if any);
- language proficiency;
- information about patents (including software registration certificates);
- information about scientific and methodological works;
- other information about me that is necessary for correct documentation of legal relations between me and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ " _____ 20 _____
Signature

Surname, first name, and patronymic

C O N S E N T

to process personal data of a student

I,
Surname _____
Name _____
Patronymic _____
Address _____
Passport: series _____ number _____ date of issue _____
the authority that issued the passport _____

as a subject of personal data, I consent to their processing by my will and in my interest to the Federal State Autonomous Educational Institution of Higher Education "South Ural State University (national research university)" (hereinafter – Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

Purpose of personal data processing: conclusion and regulation of relations in the field of educational services, and other relations directly related to them; provision of information in the manner prescribed by law; ensuring the provision of social benefits.

List of personal data, including biometric personal data for processing to which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- INN number;
- insurance certificate number;
- information about social benefits;
- family composition;
- information about military registration;
- health status (results of a medical examination for fitness to study, for granting medical leave of absence);
- information about the draft board card (for granting academic leave in case of conscription);
- phone number and/or landline (if available);
- information about previous education (city, educational institution, the term of apprenticeship, data of documents on education);
- type of funding;
- awards and individual achievements;
- information about the process of education at the University (including academic performance);
- information about scientific, creative and professional activities during the period of education at the University;
- bank details for transferring scholarships and social benefits;
- facial image (biometric personal data);
- voice (biometric personal data);

– other information about me that is necessary for correct documentation of legal relations between me and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ " _____ 20 _____
Signature Surname, first name, and patronymic

C O N S E N T

to process personal data of an applicant

I,

Surname _____

Name _____

Patronymic _____

Address _____

Passport: series _____ number _____ date of issue _____

the authority that issued the passport _____

as a subject of personal data I consent to their processing by my will and in my interest to the Federal State Autonomous Educational Institution of Higher Education “South Ural State University (national research university)” (hereinafter – the Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

The purpose of personal data processing: registration of documents for participation in the competition for study.

List of personal data for processing for which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- photo;
- information about social benefits;
- information about military registration;
- health status (results of a medical examination for fitness to perform training);
- phone number and/or landline (if available);
- information about previous education (city, educational institution, term of apprenticeship, data of documents on education);
- type of funding;
- awards and individual achievements;
- other information about me that is necessary for correct documentation of legal relations between me and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ " _____ 20____
Signature

Surname, first name, and patronymic

C O N S E N T

to the representative in law to process the student's data

I,
Surname _____
Name _____
Patronymic _____
Address _____

Passport: series _____ number _____ date of issue _____
the authority that issued the passport _____

by my own will and in the interests of the student I give my consent to the process of the student's personal data:

Surname _____
Name _____
Patronymic _____
Address _____

Passport: series _____ number _____ date of issue _____
the authority that issued the passport _____

Federal State Autonomous Educational Institution of Higher Education "South Ural State University (national research university)" (hereinafter – the Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

Purpose of personal data processing: conclusion and regulation of relations in the field of educational services, and other relations directly related to them; provision of information in the manner prescribed by law; ensuring the provision of social benefits.

List of personal data, including biometric personal data for processing to which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- INN number;
- insurance certificate number;
- information about social benefits;
- family composition;
- information about military registration;
- health status (results of a medical examination for fitness to study, for granting medical leave of absence);
- information about the draft board card (for granting academic leave in case of conscription);
- phone number and/or landline (if available);
- information about previous education (city, educational institution, the term of apprenticeship, data of documents on education);
- type of funding;

- awards and individual achievements;
- information about the process of education at the University (including academic performance);
- information about scientific, creative and professional activities during the period of education at the University;
- bank details for transferring scholarships and social benefits;
- facial image (biometric personal data);
- voice (biometric personal data);
- other information about me that is necessary for correct documentation of legal relations between me and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ "

20_____

Signature

Surname, first name, and patronymic

C O N S E N T

to process personal data of an applicant's representative in law

I,
Surname _____
Name _____
Patronymic _____
Address _____
Passport: series _____ number _____ date of issue _____
the authority that issued the passport _____

I give my consent to the processing of the applicant's personal data by my own will and in the interests of the applicant:

Surname _____
Name _____
Patronymic _____
Address _____
Passport: series _____ number _____ date of issue _____
the authority that issued the passport _____

Federal State Autonomous Educational Institution of Higher Education “South Ural State University (national research university)” (hereinafter – the Operator), located at the address: 76, Lenin prospekt, Chelyabinsk, 454080.

The purpose of personal data processing: registration of documents for participation in the study competition.

List of personal data for processing for which consent is given:

- surname, name, patronymic (including previous ones);
- sex;
- date and place of birth;
- citizenship;
- passport data (series, number, date of issue and the authority that issued the passport);
- address and date of registration;
- address of actual residence;
- photo;
- information about social benefits;
- information about military registration;
- health status (results of a medical examination for fitness to perform training);
- phone number and/or landline (if available);
- information about previous education (city, educational institution, the term of apprenticeship, data of documents on education);
- type of funding;
- awards and individual achievements;
- other information about the applicant that is necessary for correct documentation of legal relations between the applicant and the Operator.

The list of actions with personal data (including biometric personal data) to which consent is given: collection, recording, systematization, accumulation, storage, clarification (update, change), extraction, use, publication, depersonalization, blocking, deletion, destruction, transfer (distribution, provision, access), cross-border transfer of personal data in accordance with current

legislation on personal data to achieve the goals specified in this consent, using automation tools, as well as without using automation tools.

Term of consent: for the period of achieving the goals of personal data processing and the established terms of document storage.

Withdrawal of consent may be made in writing.

I confirm that I have read the policy on the personal data processing at South Ural State University. The rights and obligations of the personal data subject have been explained to me.

" _____ " _____ 20 _____
Signature Surname, first name, and patronymic

THE MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

SOUTH URAL STATE UNIVERSITY**COMMITMENT
non-disclosure of confidential information**

I _____ ,

(surname, first name, patronymic)

employee _____

(division)

during employment at the University

COMMIT TO:

1) do not disclose information that constitutes confidential information that I will be entrusted with or become aware of while working;

2) not to transfer to third parties or publicly disclose information constituting confidential information without the consent of the vice-rector in charge of the structural division;

3) fulfill the requirements of orders and instructions related to me to ensure the safety of confidential information;

4) if unauthorized persons attempt to get information about confidential information from me, I must immediately inform the vice-rector in charge of the structural division;

5) do not use knowledge of confidential information to engage in any activity that as a competitive action may harm the University;

6) in the event of my dismissal, all material media containing confidential information that was at my disposal should be transferred to my direct supervisor;

7) immediately inform the vice-rector in charge of the structural division about the loss or shortage of confidential information carriers, identity cards, passes, keys to restricted access room, storage facilities, safes (metal cabinets), personal stamps and other facts that may lead to the disclosure of confidential information, as well as about the reasons and conditions for possible leakage of information.

I confirm that I have read the Regulations on the personal data processing policy of South Ural State University. The relevant provisions for ensuring the safety of confidential information of the University were brought to my attention with explanations of them.

I am aware that violation of these provisions may result in disciplinary, criminal, administrative, civil or other liability in accordance with the legislation of the Russian Federation, in the form of imprisonment, a monetary fine, the obligation to compensate for damages (losses, lost profits) and so on.

Employee

Surname, first name, and patronymic