

PERSONAL DATA PROTECTION

BRIEF INFORMATION

Pursuant to the General Data Protection Regulation in force – GDPR (Regulation 2016/679), please find below the following information:

Medical University “Prof. Dr. Paraskev Stoyanov” – Varna is personal data controller having its registered office at 55, Marin Drinov Str., Varna, with BULSTAT UIC: 000083633.

You may contact the data controller at the above address, by email: uni@mu-varna.bg or through the data protection officer at email address: DPO.g.k.@mu-varna.bg.

POLICY OF PERSONAL DATA PROCESSING AND THEIR PROTECTION

In order to protect your privacy and the security of your personal data, which is our core priority, MU “Prof. Dr. Paraskev Stoyanov” – Varna as a data controller presents its policy for protection of personal data collected and processed in compliance with the requirements of the General Data Protection Regulation (Regulation (EO) 2016/679 of the European Parliament and the Personal Data Protection Act in the Republic of Bulgaria.

“Processing” means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

In implementing its rights and duties as an educational institution, employer, contractual partner, for specific purposes, MU “Prof. Dr. Paraskev Stoyanov” – Varna processes the following categories of personal data: name, personal number, address, phone number, email address, date and place of birth, gender, place of work, marital status and children, bank account details, information on employment and professional experience, membership in professional and industry organizations, education, additional qualification/research degree, certificates and other documents certifying knowledge and skills, position, selection-related information, attestation information, information related to work discipline, records of video surveillance systems as well as other information obtained electronically (such as information from electronic access cards), photo.

MU “Prof. Dr. Paraskev Stoyanov” – Varna also processes the following special categories of personal data: membership in trade-unions, health status-related data and others, depending on the legal requirements to the operations of the educational institution and its legitimate interests.

PRINCIPLES

MU “Prof. Dr. Paraskev Stoyanov” – Varna collects and processes personal data in compliance with the principles of personal data protection as set out in Art. 5 of Regulation (EO) 2016/679.

Personal data must be processed in a lawful, bona fide and transparent way with respect to the data subject.

Personal data shall be only collected for specific, explicitly indicated and legitimate purposes and cannot be further processed in a way that is not compatible with such purposes.

Personal data must be appropriate, relevant and limited to what is necessary for the purposes, for which they are processed.

Personal data must be correct and, where required, subject to updates; all reasonable measures must be taken to ensure timely erasure or correction of any incorrect personal data by taking into consideration the purposes that the personal data are processed for.

The personal data must be stored in a form allowing the identification of the data subject for a period that shall not be longer than needed for the purposes of processing.

The personal data must be processed in a way ensuring an appropriate level of data security, including protection against unauthorized or unlawful processing and against incidental loss, destruction or damage by applying appropriate technical and organizational measures.

Compliance with the principle of reporting.

All University officers are required to comply with these principles.

RIGHTS AND DUTIES OF THE DATA CONTROLLER

MU “Prof. Dr. Paraskev Stoyanov” – Varna processes personal data mainly for the needs of teaching, for preparing the required reporting documentation, in relation to the performance of contracts entered into, for the performance of duties imposed by law, for protection of the interests of the data subject or of another natural person, for the implementation of a task of public interest, for the legitimate interests of MU “Prof. Dr. Paraskev Stoyanov” – Varna or those of any third parties but only if the interests or the basic rights and freedoms of the data subject have not priority over such interests.

Failure to provide any required personal details may impede the performance of a contractual duty, the compliance with a legal requirement, the provision of a specified service, etc.

MU “Prof. Dr. Paraskev Stoyanov” – Varna may provide personal data to third parties where required by law, where this is necessary for the performance of any legal obligations or if this is in the interest of the data subject. Such third parties are the National Health Insurance Fund, the Ministry of Education, expert consultants, providers of personnel and payroll-related services, insurers, etc.

MU “Prof. Dr. Paraskev Stoyanov” – Varna require that all third parties ensure the security of personal data processing and comply with the personal data protection legislation.

Subject to compliance with the personal data protection legislation and ensuring the required level of data protection, MU “Prof. Dr. Paraskev Stoyanov” – Varna may transfer personal data to countries outside the European Economic Area (EEA).

MU “Prof. Dr. Paraskev Stoyanov” – Varna shall store personal data for the period, in which they are needed to implement the purposes they are collected for, including for compliance with the legal requirements in the field of education, tax system, employment law, social security law, accounting standards, etc.

In order to determine the appropriate period of storage, MU “Prof. Dr. Paraskev Stoyanov” – Varna shall take into consideration the legally established terms, the personal data quantity, nature and sensibility, the potential risk of damages and other factors related to the purposes for which the personal data are processed.

RESPONSIBILITY OF THE DATA CONTROLLER

MU “Prof. Dr. Paraskev Stoyanov” – Varna as a data controller shall be responsible for ensuring the compliance with the Regulation and shall encourage any good practice for personal data processing.

The heads of faculties, affiliates, colleges, departments, centers and administrative units shall bear the responsibility to implement the compliance with the personal data processing principles within their areas of responsibility and to control the compliance with these principles.

RIGHTS OF THE INDIVIDUALS – DATA SUBJECTS

In your capacity of a data subject, you have the following rights:

Access to information (according to Art. 15 of the GDPR): this right enables you to get a copy of the personal data that MU “Prof. Dr. Paraskev Stoyanov” – Varna stores for you and to check whether a legal ground is available for their processing.

Correction (according to Art. 16 of the GDPR): you may require from MU “Prof. Dr. Paraskev Stoyanov” – Varna to correct any incomplete or inaccurate information on you.

Erasure (Right to be Forgotten, according to Art. 17 of the GDPR): you may require from MU “Prof. Dr. Paraskev Stoyanov” – Varna to erase or remove your personal data in the absence of a valid ground to continue to process them.

To require your data to be erased or removed when you have exercised your right to object against their processing (according to Art. 21 of the GDPR):

In the cases where MU “Prof. Dr. Paraskev Stoyanov” – Varna relies on its legitimate interests as a reason for processing, you may object against such processing or limit the processing (according to Art. 18 of the GDPR).

You may require MU “Prof. Dr. Paraskev Stoyanov” – Varna to suspend the processing of your personal data if you want for instance to identify the data correctness or the grounds of the data processing.

Data portability (according to Art. 20 of the GDPR): this right is limited to the cases where the data are provided by you for the purposes of a contract and enables you to require MU “Prof. Dr. Paraskev Stoyanov” – Varna to provide to a third party your data stored on an electronic medium.

In case that you have given your explicit consent for your data to be processed for a specific purpose, you have the right to withdraw such consent. To withdraw your consent, you must contact the personal data protection officer at MU “Prof. Dr. Paraskev Stoyanov” – Varna. After receiving your request, MU “Prof. Dr. Paraskev Stoyanov” – Varna shall suspend the data

processing for the purpose(s) to which you have given your consent initially, unless there is another legal ground to continue to process them, in which case you will be properly notified.

If you want to exercise any of the above rights, you may contact the data protection officer. Upon such request, you may be asked to provide information to prove your identity, as part of the data protection measures to ensure that no personal information is provided to a person that is not authorized to get it.

You have the right to file a claim at any time to the Personal Data Protection Commission, the Bulgarian data protection regulatory authority.