

INFORMATION ABOUT THE PROCESSING OF PERSONAL DATA

(Course Organization Service)

This document explains how Kaunas university of Applied sciences (hereinafter referred to as the Kolegija) according to the compiled the contract Nr. _____ (hereinafter referred to as the "contract"), process the personal data of the course participants (hereinafter collectively referred to as "data subjects") which Kolegija receives from the subjects themselves when they fill in the participant's questionnaire, conclude contracts and execute them. Personal data of data subjects are processed in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as the "GDPR"), the Law on the Legal Protection of Personal Data of the Republic of Lithuania, and other legal acts. Since the signing of the contract, this notice has become an integral part of the contract.

Controller	Kaunas University of Applied sciences, address: Pramonės pr. 20, Kaunas, tel. (8 37) 352325, email rastine@go.kauko.lt
Data protection officer	Neringa Lisina, tel. (8 37) 751123, email: dap@go.kauko.lt .
Purpose of personal data processing	Implementation of the contract
The scope of personal data processed	For the purpose of implementing the agreement, Kolegija shall process the contact and personal data of the representatives of the other party required for the performance of the contract: Name, surname, country of origin / city, e-mail address, telephone number, status (student, lecturer, teacher, researcher) and a copy of the document proving it (student's certificate of education, employment contract, e-mail correspondence with employers, document of qualification acquired by the researcher or other documents justifying the status of the researcher a copy of documents, a copy of the letters that the participant has been admitted to studies / work, or at which stage of consideration the participant is currently involved, a copy of the life with information about the last experience of work / studies, date of birth, address, education, whether he has applied to any institution for the restoration of documents, and evidence of this), a copy of the personal document, a copy of the alien's registration certificate issued by the Migration Department under the Ministry of the Interior of the Republic of Lithuania or a valid travel trip a copy of the document or other document granting the right to come and be in Lithuania, the fact and date of completion of the

	course, the details of the certificate of completion of the course.
Purpose of personal data processing	(a) the conclusion of the contract and the fulfilment of obligations under it; (b) compliance with the requirements of the applicable legislation; (c) maintaining relations with the entity (d) in order to defend against claims or other claims, for the exercise of the rights of the Kolegija
Lawfulness of processing	Personal data for the intended purposes are processed: (1) on the basis of a contract; (2) It is necessary to process the data in the legitimate interest of Kolegija (Art. 6(1)(f) GDPR) (see points (a), (c) and (d) to the purposes of the processing).
Source of data	Kolegija receives the above-mentioned personal data at the time filling the questionnaire, conclusion and performance of the contract from the data subject.
Recipients of data	<ul style="list-style-type: none"> • providers of data centers and cloud computing services; • software suppliers and software supervisors; • competent public authorities; • Education Exchange Support Foundation
Period of storage of personal data	We store personal data for no longer than is necessary for the purposes for which it was collected or for the period prescribed by law.
Implementation of the rights of data subjects	<p>The data subject has the right to apply to Kolegija with a request:</p> <ul style="list-style-type: none"> • to grant access to the personal data processed by Kolegija (Article 15 of the GDPR); • to correct or delete them (Articles 16, 17 of the GDPR); • restrict the processing of personal data (Article 18 GDPR); • to submit a complaint to the State Data Protection Inspectorate (more information can be found www.vdai.lrv.lt).
Procedure for appealing against actions (omissions) of Kolegija	The processing of personal data of the data subject by the data subject by Kolegija as a data controller may be appealed against by the data subject to the State Data Protection Inspectorate

* Law of the Republic of Lithuania on the Legal Protection of Personal Data** Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural

persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation)