



GDPR COMPLIANCE STATEMENT

“ST. CYRIL AND ST. METHODIUS” UNIVERSITY OF VELIKO TARNOVO

“*St. Cyril and St. Methodius*” UNIVERSITY OF VELIKO TARNOVO, IN ACCORDANCE WITH ITS ROLE AS ADMINISTRATOR OF PERSONAL DATA UNDER THE TERMS OF REGULATION (EU) 2016/679 AND THE LAW FOR PROTECTION OF PERSONAL DATA, RECOGNISING THE UNIVERSAL RIGHT TO SECURITY INCLUDING THE RIGHT TO PERSONAL DATA PROTECTION AND BEING AWARE OF THE SIGNIFICANCE OF THE ABOVE-MENTIONED RIGHTS AND ITS RESPONSIBILITY TOWARDS UNIVERSITY STUDENT CANDIDATES AND TRAINEES, PERSONS ON ADMINISTRATIVE POSITIONS, LECTURERS AND ADMINISTRATIVE STAFF, CANDIDATES FOR ACADEMIC RANKS, DEGREES OR TITLES, CANDIDATES FOR ADMINISTRATIVE POSITIONS AS EMPLOYEES, ITS CONTRACTING PARTIES AND PARTNERS, ADOPTS THIS (GDPR) COMPLIANCE STATEMENT.

THIS STATEMENT IS DRAWN UP IN BULGARIAN AND ENGLISH. THE STATEMENT IN BULGARIAN IS APPLICABLE TO PERSONS FLUENT IN THE SAME LANGUAGE. THE STATEMENT IN ENGLISH IS APPLICABLE TO ALL OTHER PERSONS.

IN PROTECTING PERSONAL DATA THE UNIVERSITY OF VELIKO TARNOVO APPLIES REGULATION (EU) 2016/679 AND THE SPECIAL LAWS AND REGULATIONS OF THE REPUBLIC OF BULGARIA IN THE SPHERE OF PERSONAL DATA PROTECTION.

THIS STATEMENT HAS THE PURPOSE OF INFORMING YOU ABOUT:

1. PRINCIPLES OF CONFIDENTIALITY AND PERSONAL DATA PROTECTION;
2. WHAT PERSONAL DATA ARE WE COLLECTING?
3. WHY DO WE COLLECT AND HOW DO WE USE YOUR PERSONAL DATA?
4. DO WE SHARE YOUR PERSONAL DATA WITH OTHER PARTIES?
5. HOW LONG IS YOUR PERSONAL DATA STORED WITH US?

PRINCIPLES OF CONFIDENTIALITY IN PERSONAL DATA PROTECTION

THE UNIVERSITY OF VELIKO TARNOVO COMMITS TO COMPLY WITH THE IMPERATIVE PRINCIPLES INTRODUCED BY REGULATION (EU) 2016/679 AND THE LAW FOR PROTECTION OF PERSONAL DATA.

- I. **CONFORMITY WITH THE LAW** – YOUR PERSONAL DATA IS PROCESSED IN ACCORDANCE WITH REGULATION (EU) 2016/679 AND THE LAW FOR PROTECTION OF PERSONAL DATA ON THE BASIS OF:
 1. YOUR CONSENT
 2. IN THE EXECUTION OF A CONTRACT OF WHICH YOU ARE A PARTY
 3. IN COMPLIANCE WITH THE LEGAL OBLIGATIONS OF THE UNIVERSITY OF VELIKO TARNOVO
 4. OTHER LEGAL PURPOSE
- II. **TRANSPARENCY** – WHEN YOUR PERSONAL DATA IS BEING PROCESSED, YOU RECEIVE INITIAL INFORMATION ABOUT THE ADMINISTRATOR, COORDINATES OF THE DATA PROTECTION OFFICER, PURPOSE AND GROUNDS FOR YOUR PERSONAL DATA PROCESSING, THE PERIOD FOR WHICH YOUR PERSONAL DATA WILL BE STORED AND, WHEN APPLICABLE, IF THIRD-PARTY TRANSFER WILL OCCUR.
- III. **INFORMED CONSENT AND RIGHT TO CHOOSE** – WHEN RECEIVING YOUR PERSONAL DATA, THE ADMINISTRATOR INFORMS YOU WHAT PERSONAL DATA WILL BE COLLECTED AND THE PURPOSE FOR DOING THIS. YOU HAVE THE RIGHT TO REQUEST FROM THE ADMINISTRATOR CORRECTIONS OR DELETION OF YOUR PERSONAL DATA THAT IS STORED, YOU HAVE THE RIGHT TO RESTRICT PERSONAL DATA PROCESSING, YOU HAVE THE RIGHT TO OBJECT YOUR PERSONAL DATA PROCESSING. THESE RIGHTS CAN BE EXERCISED IN ACCORDANCE WITH REGULATION (EU) 2016/679 PREMISES AND ADMINISTRATOR PROCEDURES.
- IV. **PERSONAL DATA SECURITY AND CONFIDENTIALITY** – WHEN PROTECTING YOUR PERSONAL DATA, WE EMPLOY INTERNAL SYSTEMS AND PROCEDURES AS WELL AS THE RELEVANT TECHNICAL AND TECHNOLOGICAL SOLUTIONS. SECURITY MEASURES ARE SUBJECT TO REVIEW AND UPDATE BY THE DATA PROTECTION OFFICER AND THE UNIVERSITY COMPUTER AND INFORMATION CENTRE. IN THE CASE OF A SECURITY BREACH, WE WILL WORK WITH THE COMMISSION FOR PERSONAL DATA PROTECTION.
- V. **THIRD-PARTY DATA TRANSFER** – WE PROVIDE THIRD PARTIES WITH YOUR PERSONAL DATA ONLY AFTER WE HAVE RECEIVED YOUR INFORMED CONSENT, HAVE INFORMED YOU OF LEGAL OBLIGATIONS OR ON THE BASIS OF A CONTRACTUAL AGREEMENT TO PROCESS PERSONAL DATA WITH A THIRD PARTY ONLY IF THE LATTER PROVIDES THE PROPER SECURITY MEASURES.

WHAT PERSONAL DATA ARE WE COLLECTING?

THE UNIVERSITY OF VELIKO TARNOVO, BEING AN EDUCATION INSTITUTION AND AN INSTITUTION EMPLOYING ADMINISTRATIVE STAFF AND LECTURERS, COLLECTS PERSONAL DATA PERTAINING TO THE RELATIVE PROCESSING PURPOSE AND IN ORDER TO FULFIL REGULATIVE REQUIREMENTS. THE ADMINISTRATOR COLLECTS PERSONAL DATA SUCH AS: FULL NAME; NATIONAL IDENTIFICATION NUMBER; PERMANENT ADDRESS; NUMBER AND DATE OF ISSUE OF ID OR PASSPORT; TELEPHONE NUMBER; E-MAIL ADDRESS AND OTHERS. THE TYPES OF PERSONAL DATA COLLECTED ARE NOT LISTED IN FULL. THE COMPLETE LIST OF THE TYPES OF PERSONAL DATA COLLECTED AND THE PROCESSING PURPOSES MAY BE FOUND IN THE *PERSONAL DATA PROTECTION POLICY OF "ST. CYRIL AND ST. METHODIUS" UNIVERSITY OF VELIKO TARNOVO*.

WHY DO WE COLLECT AND HOW DO WE USE YOUR PERSONAL DATA?

THE ADMINISTRATOR COLLECTS, PROCESSES AND STORES THE PERSONAL DATA OF STUDENT CANDIDATES; BA, MA AND PHD STUDENTS, PERSONS BEING TRAINED FOR ADDITIONAL QUALIFICATIONS, OR PERSONS BEING TRAINED FOR OBTAINING PROFESSIONAL QUALIFICATION DEGREES; WHEN CONDUCTING LANGUAGE COURSES; OF UNIVERSITY STAFF AND LECTURERS; OF CANDIDATES FOR ACADEMIC RANK, DEGREE OR TITLE, CANDIDATES FOR ADMINISTRATIVE POSITIONS AS EMPLOYEES.

THE ADMINISTRATOR OBSERVES THE PRINCIPLES OUTLINED IN THIS STATEMENT WHEN USING YOUR PERSONAL DATA REGARDING FULFILLING OBLIGATIONS AS PER CURRENT BULGARIAN LEGISLATURE.

DO WE SHARE YOUR PERSONAL DATA WITH OTHER PARTIES?

UNIVERSITY OF VELIKO TARNOVO SHARES YOUR PERSONAL DATA WITH PUBLIC AUTHORITIES AND ADMINISTRATIVE STRUCTURES IN ACCORDANCE WITH CURRENT BULGARIAN LEGISLATION – THE MINISTRY OF EDUCATION AND SCIENCE, THE NATIONAL CENTRE FOR INFORMATION AND DOCUMENTATION, THE NATIONAL

SOCIAL SECURITY INSTITUTE, THE NATIONAL REVENUE AGENCY, JUDICIAL AUTHORITIES – COURTS, PROSECUTION AND STATE ENFORCEMENT, THE MINISTRY OF THE INTERIOR – PRETRIAL PROCEEDINGS AND OTHERS.

PRIOR TO THIRD-PARTY DATA TRANSFER, YOU WILL BE PROVIDED WITH INFORMATION ABOUT THE THIRD PARTY AND THE ADMINISTRATOR IS OBLIGATED TO MAINTAIN THE PRINCIPLES OF THIS STATEMENT, REGULATION (EU) 2016/679 AND CURRENT THE LEGISLATURE OF THE REPUBLIC OF BULGARIA.

HOW LONG IS YOUR PERSONAL DATA STORED WITH US?

THE PERIOD FOR WHICH THE ADMINISTRATOR STORES YOUR PERSONAL DATA IS DETERMINED BY THE PURPOSE FOR WHICH IT IS COLLECTED AND PROCESSED AS WELL AS THE IMPERATIVE LEGAL REQUIREMENTS. MORE DETAILS ABOUT THE LENGTH OF THE PERIODS CAN BE FOUND IN *PERSONAL DATA PROTECTION POLICY OF “ST. CYRIL AND ST. METHODIUS” UNIVERSITY OF VELIKO TARNOVO.*