



THE COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Ref. no: R 411

Date: 7 October 2019

Rector's Ordinance on personal data protection regarding labour-law relationships

Pursuant to the legal regulations on personal data protection, I hereby issue the present Ordinance to govern the labour-law relationships concluded at the University of South Bohemia in České Budějovice:

I.

1. As a data controller or processor, the University of South Bohemia in České Budějovice must meet its obligations in the field of personal data protection. All employees of the University of South Bohemia in České Budějovice who handle the personal data of students, employees or third parties as part of their job responsibilities must be made familiar with the generally binding regulations and internal regulations governing personal data protection. Each employee must confirm the receipt of such information by signing the Guidance on adherence to data protection regulations, which represents Annex no. 1 to the present Ordinance, as well as the Declaration on impartiality and confidentiality, which represents Annex no. 2 to the present Ordinance.
2. Refusal to sign the Guidance or the Declaration on impartiality and confidentiality may be considered as failure to fulfil necessary conditions for performing job duties.

II.

1. The present Ordinance repeals Rector's Ordinance No. 379 of 24 May 2018.
2. Employees who have signed the Guidance and Declaration on impartiality and confidentiality pursuant to Rector's Ordinance R 379 need not sign these documents again.

Doc. Tomáš Machula, Ph.D., Th.D.
Rector

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Annexes: No. 1 Guidance on adherence to data protection regulations
No. 2 Declaration on impartiality and confidentiality

Distribution list: members of USB management, Deans of USB faculties, directors of other parts of the USB, Head of the Rectorate HR Department



Rector's Ordinance R 411 – Annex no.1

GUIDANCE ON ADHERENCE TO DATA PROTECTION REGULATIONS

The undersigned employee of the University of South Bohemia in České Budějovice (hereinafter "USB") has been informed about their rights and obligations in the field of protection of personal data of USB students and employees or, as the case may be, other persons. The employee has been made familiar with the content of the following:

- Act No. 110/2019 Coll. on the processing of personal data (hereinafter only referred to as the "Act");
- Regulation (EU) 2016/679 of the European Parliament and of the Council 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) (hereinafter the "Regulation");
- Rector's Ordinance no. R 378, laying down the rules for the protection and processing of personal data (hereinafter the "Ordinance").

By signing the present Guidance, the employee hereby confirms that they are aware of all obligations ensuing from the Act, the Regulation and internal regulations of the USB.

The employee must, without limitation:

1. comply with the obligations set out for personal data protection;
2. observe confidentiality on personal data they have or had access to, unless they are released from this obligation by an authorised body;
3. to prevent unauthorized persons from accessing personal data.

Furthermore, the employee has been made familiar with all the consequences of breaching personal data protection obligations, including the possibility that the USB might require that the employee pay damages.

In České Budějovice, on

The informed person:

First name and surname:

Job position:

personal identification no.:

signature:.....

Information provided by:

First name and surname:

Job title:

signature:



Rector's Ordinance no. R 411 – Annex no.2

DECLARATION ON IMPARTIALITY AND CONFIDENTIALITY

I, the undersigned, hereby certify that I will perform my obligations with honesty and integrity. I undertake to observe confidentiality of any and all information or documents ("confidential information") submitted to me or obtained or prepared by me during the performance of my activities, and I hereby undertake to use such confidential information only for the purposes of performing work activities and that I will not disclose it to any third party who is not authorised to access it under legal regulations or as part of their job responsibilities. I also undertake to keep copies of written information or model documents I am provided only if that is required for the performance of my work activities.

I undertake to observe the confidentiality obligation even after the termination of my legal relationship with USB.

Name, surname, academic degree:	
Date of employment:	
Place and date:	In České Budějovice, on:
Signature:	