



"International University of Kyrgyzstan"

Quality Management System  
on the confidentiality of students' personal data  
International School of Medicine "IUK"  
QMS "IUK" -R-

"APPROVED"

Rector of the IUK

PhD., Professor Savchenko E. Yu.

" 10 " 2021 g

Academic Council Minutes

№ 66 dated " 10 " 2021



## REGULATION

on the confidentiality of students' personal data

in the "IUK"

QMS -



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## 1. GENERAL PROVISIONS

1.1. This Regulation on the confidentiality of students' personal data in the "International University of Kyrgyzstan" (hereinafter - the Regulations) defines the procedure for obtaining, recording, processing, storage, protection of personal data and any other use of students in the "International University of Kyrgyzstan" (hereinafter - "IUK" or university).

1.2. The purpose here of - determining the processing order, the protection of personal data enrolled in the "IUK" unauthorized access and disclosure, as well as establishment of the responsibility for having access to personal data for failure requirements for obtaining, recording, processing and protection personal information.

1.3. Students in these Regulations are understood to be undergraduate students, undergraduates and doctoral / postgraduate students.

1.4. This provision applies to students (students) citizens of the Kyrgyz Republic and foreign students.

1.5. Regulations have been developed in accordance with the Law of the Kyrgyz Republic "On the personal nature of the information" from April 14, 2008 № 58, the Law of the Kyrgyz Republic "On Education" from April 30, 2003 №92, Charter of the "IUK" and other legal and local acts.

1.6. Basic concepts are used in the Regulation:

**Personal data** - any information related to a student, necessary for the university in connection with his studies, including his last name, first name, patronymic, year, month, date and place of birth, address, family, social, property status, education, profession, etc. information.

**Processing of personal data** - actions (operations) with personal data, including systematization, accumulation, storage, combination, clarification (update,



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change), use, distribution (including transfer), depersonalization, blocking, destruction of personal data.

**Personal data protection** - the activities of responsible persons to ensure, through local regulation, the procedure for processing personal data and ensuring organizational and technical measures to protect information from unauthorized access, destruction, modification, blocking, copying, provision, distribution.

**Confidential information** is information (in documented or electronic form), access to which is limited in accordance with the legislation of the Kyrgyz Republic.

## 2. COLLECTION AND PROCESSING OF PERSONAL DATA OF STUDENTS

2.1. Students' personal data are confidential information. For a person who has gained access to personal data, it is mandatory to not allow the dissemination of this information without the student's consent, as well as if there is another legal basis.

2.2. Only personal data that meet the purposes of their processing is subject to processing.

2.3. The processing of personal data of students can be carried out solely for the purpose of ensuring compliance with laws and other regulatory legal acts, assisting students in employment, training, ensuring personal safety, monitoring the progress of training and ensuring the safety of the property of the university, student and third parties.

2.4. The processing of personal data can be carried out for statistical or other scientific purposes, subject to the mandatory depersonalization of personal data.



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2.5. The University has the right to receive and process personal data of students concerning race, nationality, health status, private life, as well as other information necessary for the university in the implementation of educational activities.

2.6. When enrolling in studies, the applicant submits documents containing personal data about himself to the admissions committee at the university. The order and list of documents for admission to the university is regulated by the internal regulations of the "IUK".

After the decision on enrollment is made, as well as subsequently in the course of study, the documents containing the student's personal data will also include:

- contract;
- order for admission to the university;
- orders for the provision of motivational or social benefits;
- orders to change the terms of the contract;
- orders related to the passage of students' studies;

2.7. For the purpose of information support, publicly available sources of personal data (including reference books, electronic databases) can be created. Publicly available sources of personal data may include surname, first name, patronymic, specialty, course, form of study and email address. Other personal data (for example, date of birth, etc.) may be included in directories only with written permission.

### **3. STORAGE AND PROTECTION OF PERSONAL DATA OF STUDENTS**

3.1. Students' personal data are stored on paper and / or electronic media in the student department and archive at the university. For this, specially equipped



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cabinets and safes are used. The personal files of the expelled students are kept in the archives of the university.

3.2. Conducting, filling, storage is, personal files and documents of students, assigned to the staff of the student card, and after the transfer of the archive to archive workers.

3.3. Employees at the university who have access to the personal data of students are obliged to take the necessary organizational and technical measures to protect personal data from unauthorized or accidental access to them by unauthorized persons, including from destruction, modification, blocking, copying, distribution, as well as from other misconduct in relation to this information.

3.4. The information department employees ensure the following measures to protect the information stored on the server:

- restricting network access to the server for certain users;
- organization in a separate network segment of all users' computers and servers with limited access from the physical network;
- organization of monitoring the technical condition of servers and protection levels;
- conducting an audit of user actions and timely detection of facts of unauthorized access to information.

#### **4. TRANSFER OF PERSONAL DATA OF STUDENTS**

4.1. When transferring personal data of students, employees at the university who have access to personal data must comply with the following requirements:

4.1.1. Do not provide personal data of students to a third party without the written consent of the student himself, except for cases when it is necessary in order to prevent a threat to the life and health of the student, at the written request of



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judicial and law enforcement agencies, as well as in other cases provided for by the legislation of the Kyrgyz Republic.

If the person who made the request is not authorized by the current legislation of the Kyrgyz Republic to receive personal data of the student, or there is no written consent of the student to provide his personal information, the university has the right to refuse to provide personal data to the requested person.

4.1.2. Not to provide personal data of students for commercial and other purposes that does not comply with the policy of the university.

4.1.3. Transfer personal data within the university in accordance with this Regulation.

4.1.4. Allow access to personal data of students only to specially authorized persons, while these persons should have the right to receive only those personal data that are necessary to perform specific functions.

## **5. RESPONSIBILITIES OF STUDENTS AND UNIVERSITY**

5.1. In order to ensure the accuracy of personal data, the student is obliged to:

5.1.1. When enrolling in the university, provide complete reliable data about yourself.

5.1.2. In the event of a change in the information constituting personal data, immediately provide this information to the university.

5.2. The university is obliged to:

5.2.1. Protect and store students' personal data.

5.2.2. Take the prescribed measures to prevent leaks and dissemination of students' personal data.

5.2.3. Take care of students' documents and store them in accordance with the requirements of the legislation of the Kyrgyz Republic.



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5.2.4. At the written request of the student, issue copies of documents, certificates related to studies. Copies of documents related to studies must be properly certified.

## **6. RIGHTS OF STUDENTS FOR THE PURPOSE OF PROTECTING PERSONAL DATA**

6.1. In order to ensure the protection of personal data stored at the university, the student has the right to:

6.1.1. Full information about their personal data and the processing of this data.

6.1.2. Free access to your personal data, including the right to receive copies of any record containing personal data.


6.1.3. The requirement for the deletion or correction of incorrect, or incomplete personal data.

6.1.4. The requirement for the university to notify all persons who have previously been provided with incorrect or incomplete personal data of the student about all exceptions, corrections or additions made to them.

## **7. RESPONSIBILITY FOR VIOLATION OF THE STANDARDS REGULATING THE RECEIPT, PROCESSING AND PROTECTION OF THE PERSONAL DATA OF THE STUDENT**

7.1. Persons guilty of violating the rules governing the receipt, processing and protection of the student's personal data are brought to disciplinary responsibility in accordance with the Labor Code of the Kyrgyz Republic.

7.2. If the violations entailed material or physical consequences for the student, then the guilty persons are brought to civil and criminal liability in the manner prescribed by the legislation of the Kyrgyz Republic.

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## **8. PROCEDURE OF BECOMING LAW AND CHANGES TO THE REGULATION**

8.1. This Regulation comes into force from the moment of its approval by the rector and is valid until its cancellation.

8.2. The procedure for making amendments and additions to this Regulation is carried out according to the rules provided for by the internal procedure of the "IUK".