

# Privacy Policy (Privacy Notice) of Vinnytsia University "INTITA"

## 1. General Provisions

1.1. This Privacy Policy defines the procedure under which Vinnytsia University "INTITA" (hereinafter - the University) collects, processes, stores, transfers and protects personal data.

1.2. The University processes personal data in accordance with:

- the Law of Ukraine "On Personal Data Protection";
- the Law of Ukraine "On Education";
- the Law of Ukraine "On Higher Education";
- the Law of Ukraine "On Scientific and Scientific-Technical Activities";
- other regulatory legal acts.

1.3. This Policy applies to students, applicants, postgraduate students, doctoral students, academic staff, employees, partners, contractors and visitors to the official website of the University (if any).

## 2. Personal Data Processed by the University

### 2.1. Student data

- full name;
- date of birth;
- contact details;
- residential address;
- education documents;
- academic results;
- data from the University information systems (including personal accounts of students and lecturers);
- photo and video materials (with consent);
- scholarship and financial data;
- information on academic mobility (where necessary).

### 2.2. Applicant data

- full name;
- contact details;
- results of entrance examinations;
- data from the Unified State Electronic Database on Education (EDEBO);
- documents submitted in accordance with the Admission Rules.

### 2.3. Data of academic staff and employees

- full name;
- contact details;
- documents on education and qualifications;
- personnel and employment data;

- workload;
- attestation results;
- scientific activity.

#### 2.4. Data of postgraduate students, doctoral students and researchers

- individual plans;
- results of scientific work;
- participation in grants and projects;
- publication activity.

#### 2.5. Data collected through the official website of the University

- IP address;
- cookies;
- web form data (name, phone number, e-mail);
- information from analytics services;
- website address.

#### 2.6. Data of persons submitting applications, registering on the INTITA website or platform, or participating in events

- full name;
- phone number and e-mail address;
- city, educational institution, place of work, age or other information that the person independently provides in the form;
- information about educational or professional interests, skills, experience and portfolio;
- data necessary for participation in an event, competition, hackathon, consultation or educational program;
- data necessary to create an application, preliminary record or account on the INTITA website or platform.

### 3. Purpose of Personal Data Processing

Personal data is processed for the following purposes:

- organizing the educational process;
- conducting the admission campaign;
- supporting scientific activities;
- maintaining records of the student body;
- supporting the operation of the University information systems;
- communication with students, academic staff and employees;
- compliance with legal requirements;
- concluding and supporting agreements on the provision of educational services;
- receiving, reviewing and processing applications;
- registering users on the INTITA website or platform;
- creating an application, preliminary record or account, if this is necessary for further participation, study, communication or provision of educational services;
- organizing and conducting events, educational programs, hackathons, competitions, trainings and presentations;
- forming lists of participants, teams, groups or streams;

- informing about educational opportunities, news, events, programs, consultations and organizational messages;
- achieving other purposes (where necessary).

#### 4. Procedure for Storage and Protection of Personal Data

##### 4.1. Data is stored in:

- paper media (personal files, orders, records);
- electronic databases;
- University information systems;
- state registers (EDEBO).

##### 4.2. Access to personal data is granted to:

- the rector;
- vice-rectors;
- faculty deans;
- heads of departments;
- dean office employees;
- responsible persons of IT units;
- other employees, within the scope of their official duties.

##### 4.3. Protection measures:

- authorization in information systems;
- differentiated access;
- protection of paper documents;
- backup copying;
- technical and organizational cybersecurity measures.

#### 5. Transfer of Personal Data to Third Parties

##### Data may be transferred to:

- the Ministry of Education and Science of Ukraine;
- EDEBO;
- the National Agency for Higher Education Quality Assurance;
- government authorities, courts and law enforcement authorities;
- banking institutions;
- grant organizations (with consent);
- event partners, co-organizers, mentors, jury members and other involved persons - exclusively to the extent necessary for organizing and conducting events, educational programs, competitions, hackathons, trainings or presentations, or in cases provided for by law;
- technical contractors, mailing, analytics or hosting services - only to the extent necessary for the operation of the website, processing of applications, provision of services or sending informational, organizational or service messages;
- other entities in cases provided for by law;
- additional categories of entities (where necessary).

#### 6. Rights of Personal Data Subjects

A person has the right to:

- access their own personal data;
- make changes and corrections;
- restrict processing;
- withdraw consent (if processing is carried out on the basis of consent);
- submit a request for deletion of data in cases provided for by law;
- receive information about the transfer of data to third parties.

## 7. Retention Periods for Personal Data and Documents

The University independently determines the retention periods for different categories of documents and personal data in accordance with the legislation of Ukraine and internal regulations.

- Student personal files;
- Orders regarding changes in the student body;
- Applicant documents;
- Electronic journals and records;
- Personnel documents of employees;
- Documents of postgraduate and doctoral students;
- Scientific and dissertation materials;
- Data from the University information systems;
- Photo and video materials;
- Archival materials of faculties and departments.

After the retention periods expire, documents are destroyed or transferred to the archive in accordance with document management rules.

## 8. Cookies and Internet Data

The University website may use cookies for:

- ensuring the functioning of services;
- analytics;
- improving user experience.

The user may refuse cookies in the browser settings.

## 9. Photo, Video and Audio Recording

Participation in events of the University or INTITA implies consent to the processing of personal data in accordance with this Policy.

During events of the University or INTITA, photo, video and audio recording may be carried out. Such materials may capture the participant's image, voice, speech, comments, participation in discussions, presentations, teamwork or other activities.

Such materials, as well as information about participants (including first name, last name, team and participation results), may be used for informational, educational, archival and promotional purposes, including publication on the official website, in social networks,

presentations, news, reports, videos and other information resources of the University - subject to obtaining the relevant consent.

#### 10. Contact Information of the Responsible Person

Full name: Roman Oleksandrovykh Melnyk

Position: Rector

Phone: +380674312010

E-mail: [university@intita.com](mailto:university@intita.com)

#### 11. Changes to the Policy

The Policy may be updated by decision of the Rector or the Academic Council.

The updated version enters into force from the moment of publication.