

PRIVACY POLICY OF THE STUDENT REPRESENTATIVE COUNCIL OF VYTAUTAS
MAGNUS UNIVERSITY

Vytautas Magnus University Student Representative Council (VMU SRC) commits to protect your privacy. In this Privacy Policy we present to you clearly, comprehensibly, and in detail our data processing practice, personal data processing conditions and also your rights which are related to collection and the use of personal data.

Who manages your data?

Your data is managed by VMU SRC. VMU SRC Revision Commission is responsible for the data processing activities carried out by VMU SRC within the limits of competence.

Why is your data collected?

The purpose for collecting data	What kind of data is being collected?
Inner communications	Name and surname; telephone number, address and e-mail address; The date of birth; Position, period of duty; Visual material in which the person is filmed or photographed; Information about the beginning of the study, the end of the study (or expected end of the study), degree of study, department of study, study program, course of study.
Student representation	Name and surname; telephone number, address and e-mail address; The date of birth; Position, period of duty; Visual material in which the person is filmed or photographed; Information about the beginning of the study, the end of the study (or expected end of the study), degree of study, department of study, study program, course of study.
Organization of events	Name and surname; telephone number, address and e-mail address; The date of birth; Department of study, study program, the course of study; Social media account address, Nutrition needs and other provided data; Visual material in which the person is filmed or photographed.
Administration of candidates for positions	Name and surname; telephone number, address and e-mail address; The date of birth; Information about the beginning of the study, the end of the study (or expected end of the study), degree of study, department of study, study program, course of study. Visual material in which the person is filmed or photographed. Other data that the candidate provides in their motivation letter and CV.

How long your data is being stored?

Personal data is stored for as long as the person has student status, VMU SRC member status or event participant status and 2 years after the studies, membership or event are done.

What data protection principles does VMU SRC follow?

- Your data is processed according to the General Data Protection Regulation, the law of a person's data's legal protection and other normative legal acts regulation protection **(purpose limitation principle)**
- Your data is collected for the defined and legal purposes and will not be further processed for purposes that are incompatible with those established before the collection of personal data **(purpose limitation principle)**
- Your data is processed precisely, in good faith and legally **(legality, fairness and principle of transparency)**
- Your data is processed so your identity could be revealed no longer than is needed for the purposes that this data was collected for **(the principle of limitation of storage duration)**
- Your data would be processed accordingly to organizational and technical data security tools **(the principle of consistency and confidentiality)**

How is your data managed?

Your data VMU SRC is processed automatically in the systematized sets, manually in a physical archive and for data processing statistical purposes.

VMU SRC collects your data in accordance with legal acts, either directly from you, by officially enquiring the businesses that process the relevant information and have the authority to supply it, or on the basis of contracts. VMU SRC typically processes personal data following receiving yours.

Before collecting your data, we must to inform you and provide this information:

- Data controller's address, telephone number, e-mail address;
- Purposes for processing or wanting to process our data;
- To who and for what purposes your data is being provided;
- About your right to get to know your personal data and right to require correction of the incorrect, incomplete, not accurate your personal data.

Your rights

If we are collecting your personal data, you get certain rights that helps to ensure that your data would be used legally and in good faith:

- To know (or to be informed) about your data management (right to know);
- To get to know your data and the way it is handled (right to get to know);

- To require correction or depending on personal data managing goals update the incomplete personal data (right to correct);
- To get your data destroyed or to stop your data managing actions (except storing) (right to destroy and right to be forgotten).

How to implement your rights?

- You have the right to apply directly to the relevant personal data processors or to the Revision Commission and VMU SRC Office for any questions regarding the processing of personal data of data subjects and the rights of data subjects guaranteed by the GDPR, ADTA, and other connected legislation acts.
- You can leave your requests and complaints directly in the VMU SRC central office or send them via e-mail revizija@vdusa.lt
- Your request has to be easy to read, signed, it has to contain your name, surname, address or any other contact information, and information about which of your requested rights and to what extent you want it to get implemented
 - Identity confirming document; ○ filling a request or a complaint form VMU provided e-mail box; ○ VMU SRC employee or member has to check your identity when they accept the request or the complaint that you bring to VMU SRC Office.
- You can fill a request or a complaint about the process of your data which is going to be responded to in within 30 calendar days form the day of application unless it is the occasions and situations described by the GDPR and other legal acts.
- If you after getting familiar with the provided answer where the MVU SRC is processing your personal data find that your data is processed illegally or not in a good faith, you apply to MVU SRC and Revision Commission within the 5 work days will check the accuracy, legality, conscientiousness and immediately take action to destroy the illegally and unfairly collected personal data or to suspend the processing of such personal data, except for storage and inform about the taken actions.
- You can demand that VMU SRC would delete personal data when VMU SRC has publically published your personal data. VMU SRC must delete personal data, Revision Commission, accordingly to VMU SRC used technologies and the amount of implementation costs, takes responsible action including technical tools so the personal data and (or) the copies or duplicates would be immediately destroyed.

Cookies

On the website www.vdusa.lt are used cookies. On all of the university's websites are used only for searching necessary cookies. Cookie – is a text document with a unique identification number that is transferred from the portal on to the hard drive of the user's computer so that the portal administration can identify the user computer and see its activity online.

Contact information

If you want more information about how your data is being managed or you have any requests for us regarding the implementation of your data protection rights, contact us via email revizija@vdusa.lt.

More information on how we handle your personal data can be found in the Personal data description of the procedure for handling VMU SRC.