



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

Pursuant to the Law no. 03/L-172 on Personal Data Protection, based on the Statute of Biznesi College in Prishtina, Article 81 and 21. point h. High Teaching and Scientific Council on 25. September 2020 approved this:

REGULATION ON CANDIDATE REGISTRATION AND CONFIDENTIALITY MAINTENANCE

Registration and Data Protection

Biznesi College carries out protection of personal data and confidentiality in accordance with Law no. 03/L-172 on Protection of Personal Data.

Personal data is kept manually by the Human Resources Office and the Registry Office as well as in the Information Management System by the relevant IT staff. In case the personal data will be kept by other responsible persons, they will be determined in a separate document.

The Office of Human Resources is responsible for the collection, registration, storage and archiving of personal data of employees, academic and administrative staff. This information in the relevant registration contains data on name, surname, paternity, date of birth, place of birth, place of residence, education, profession, degree or academic title, nationality, citizenship, civil status, social security number/if applicable, photo, personal number of identification card, professional activity, CV, etc.

In cases of loss, destruction, deletion of this data, the responsible person of the office is charged with responsibility.

The Office of Human Resources reports directly to the Dean and carries out its activity in accordance with the law.

The main tasks of the Office of Human Resources in addition to those set out in legal acts and sublegal acts are:

1. Carrying out the filling of vacancies in the College.
2. Performing standard competition procedures for hiring academic and non-academic staff in accordance with the Statute and Regulation.
3. Following the change of the number of academic and administrative staff, the changes of the respective salaries and their realization.

4. Following the legal procedures for the realization of specializations, qualifications, scientific teaching staff abroad and maintains the relevant documentation.
5. Following the retirement of staff, based on the Law on Higher Education and the Law on Labor and takes appropriate action.
6. Following the implementation of the Labor Code as well as other legal and sub-legal acts of the Government for working and off time.
7. Maintains complete and regular documentation on biographical data, qualification of the College staff and based on these data makes proposals for the provision of human resources in the institution.
8. Drafting the plan of ordinary personnel permits and monitors its implementation.
9. Protocols and maintains all College Management Decisions.
10. Monitors daily the progress of employees of the administration, controls work discipline, absences, medical reports and coordinates the work with other structures.

The Registration Office of each basic and main unit is responsible for collecting, registering, storing, updating and archiving students' personal data manually.

Student records are manually stored in the Registry and teaching secretaries:

- first name, paternity, last name
- date and place of birth
- gender
- personal number
- nationality and place of residence
- address
- contacts (phone numbers, e-mail address)
- area of permanent residence
- academic reference
- sensitive data
- progress and current status
- final results
- student photograph
- education or other qualifications
- demographic information
- funding, scholarships and fees
- data on payments and other details

In cases of loss, destruction, deletion of this data, the persons of the office who have access to this data are charged with responsibility.

The main duties of the Registry in addition to those set out in laws and regulations, Statute and Regulations, among others:

1. Perform student transfer and deregistration procedures.
2. Administer the entire student database in written and electronic form and prepare diplomas and transcripts.
3. Coordinate their work with other structures for the realization of tasks and objectives at work.

IT officer is responsible for collecting, recording, storing and archiving students' personal data in the Information Management System.

The primary purpose of the system is to manage student data and improve the administrative and academic processes of the institution. The system is owned by Biznesi College in Prishtina.

Use and processing of personal data

Personal data of academic, administrative staff and students should:

1. Be used only for specific, clearly defined, legitimate purposes and the processing to be done in accordance with these purposes;
2. Be sufficient, relate to the purpose of the processing and not exceed that purpose;
3. Factually correct and, where necessary, update and perform any action to ensure that inaccurate and irregular data is deleted or altered;
4. Be kept in such a form as to enable the identification of data subjects for the time being, but not more than is necessary for the purpose for which they were collected or further processed
5. Persons who have access to manual data and those in the computer system must take appropriate security measures against unauthorized access, against the discovery or destruction of data, as well as for their accidental loss.
6. The processing of all data must be strictly controlled. Sensitive personal data must be treated with special care and their processing is done according to the prescribed criteria.
7. Personal data is processed only if the personal data subject has given consent ("Consent" is the specific statement, given voluntarily by the personal data subject for the processing of his/her data.).
8. Exceptional cases when data processing can be done without the consent of the person are, but with the approval of the Dean:
 - When university staff need information for teaching, administrative actions, or evaluation purposes, etc.
 - When the court, police and prosecution deal with crime prevention or the functioning and enforcement of the law.
 - For emergencies.
9. Controllers, processors and persons who are made aware of the processed data, in the exercise of their functions, are obliged to maintain confidentiality and reliability even

after the end of the function. This data is not disseminated, except in cases provided by law.

10. In all cases, this means that they should not disclose personal data that they see or learn while working to an unauthorized person. The obligation to maintain confidentiality lasts indefinitely.

11. Approved on 25. September 2020, by the High Teaching Scientific Council of BIZNESI College.

Head of HTSC

Prof. Dr. Shyqeri KABASHI - Dean