Privacy policy on collection and processing of personal data of the Limited Liability University "De Montfort University Kazakhstan"

1. Purpose and scope

1.1. This Regulation of the Limited Liability University "De Montfort University Kazakhstan" (BIN 210340016753) (hereinafter also referred to as "the University") about the collection, processing of personal data (hereinafter also referred to as the "Policy") defines the position and intentions of the University in the field of collection, processing and protection of personal data to respect and protect the rights and freedoms of each individual and, in particular, the right to privacy, personal and family secrecy, protection of one's honour and good name.

1.2 The managers and employees of the University shall strictly enforce the policy.

1.3 The Policy applies to all subjects' personal data collected and processed in the University with or without automation tools.

1.4 This Policy is accessible to any subject of personal data, including through the global computer network Internet.

1.5 In all other matters not provided for by this Policy, the University shall be guided by the provisions of the current legislation of the Republic of Kazakhstan.

1.6. The Policy has legal force in Russian. Translations into other languages do not prevail and are used for information purpose only.

2. Terms

2.1 **Personal data** - information relating to a certain or determined on their basis subject of personal data, recorded on electronic, paper and (or) other material medium. I.e. such information may include, in particular, Full name, year, month, date and place of birth, address, information on family, social, property status, information on education, profession, income, information on health status, position, mobile phone numbers, e-mail address (personal), type of activity (student, specialist, graduate), name of the university/company, interests, dates of visits, as well as other information that allows determining, identify the subject of personal data in the aggregate.

2.2 **Processing personal data means** actions aimed at accumulating, storing, modifying, amending, adding, using, distributing, depersonalising, blocking, and destroying personal data.

2.3 **The subject of** personal **data** is a natural person to whom the personal data relates.

2.4. **Operator**—a person who, independently or jointly with other persons, organises and (or) carries out the collection, processing, and protection of personal data.

2.5 Other terms are used in this Policy in accordance with the meanings defined by the current legislation of the Republic of Kazakhstan, unless otherwise expressly stated in the Policy.

3. Personal data subjects

The University processes the personal data of the following individuals:

- employees;
- former employees;
- personal data subjects with whom civil law contracts have been concluded;
- candidates to fill vacant positions;
- clients;
- representatives and employees of counterparties;
- students, applicants, their parents, other third parties;
- other subjects of personal data to ensure the realisation of the purposes of collection and processing established by this Policy and the presence of appropriate legal grounds for collection and processing.

4. Principles, conditions and purposes of personal data collection and processing

4.1 By the security of personal data, the University understands the protection of personal data from unlawful or accidental access to them, destruction, modification, blocking, copying, provision, and dissemination, as well as from other unlawful actions in relation to personal data, and it takes the necessary legal, organisational, and technical measures to protect personal data.

4.2 Collection, processing and security of personal data at the University shall be carried out in accordance with the requirements of the Constitution of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan No. 94-V "On Personal Data and their Protection", by-laws, other laws of the Republic of Kazakhstan defining cases and specifics of collection, processing of personal data, guiding and methodological documents of the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan, as well as its authorised committees.

4.3 When collecting and processing personal data, the University shall adhere to the following principles:

- justice;
- limiting the collection, processing of personal data to the achievement of specific, predetermined and legitimate purposes;
- prevention of collection, processing of personal data incompatible with the purposes of personal data collection;
- preventing the merging of databases containing personal data collected and processed for incompatible purposes;
- content relevance;
- collection, processing of personal data is carried out with the consent of the subject of personal data or his/her legal representative, except for cases stipulated by the legislation of the Republic of Kazakhstan;
- collection, processing of personal data is transparent. The personal data subject may be provided with relevant information regarding the collection, processing of his/her personal data;
- storage of personal data is carried out in a form that allows to identify the subject of personal data, not longer than required by the stated purposes of collection, processing of personal data;
- The operator takes measures to ensure the reliability of the personal data collected and processed by it and updates them if necessary.

4.4 The University collects, processes personal data only if at least one of the following conditions exists:

- collection, processing of personal data is carried out with the consent of the personal data subject or his/her representative;
- for the protection of life, health or other vital interests, constitutional rights and freedoms of a person and citizen, if it is impossible to obtain the consent of the personal data subject or his/her legal representative;
- in case of failure of the subject of personal data to fulfil his/her obligations to provide personal data in accordance with the legislation of the Republic of Kazakhstan;
- in cases where mandatory publication of personal data is required in accordance with the laws of the Republic of Kazakhstan;
- in other cases when the legislation of the Republic of Kazakhstan provides for the collection and processing of personal data without the consent of the subject of personal data.

4.5 Where not expressly prohibited by the laws of the Republic of Kazakhstan, the University may transfer personal data to third parties it identifies on the basis of contracts entered into with such third parties, subject to the conditions specified in this paragraph. Such parties include, in particular, service providers who assist the University in its operations: delivery service providers, customer contact centre providers, billing and refund service providers, banks, payment systems, payment card processors, etc.

Third parties receiving personal data from the University undertake to comply with the principles and rules of collection, processing and protection of personal data provided for by the Law of the Republic of Kazakhstan No. 94-

V "On Personal Data and Their Protection" and other regulatory legal acts of the Republic of Kazakhstan. For each third party receiving personal data, the contract will define the purposes of personal data processing, the list of actions to be performed with personal data by such third party, obligations to maintain confidentiality of personal data, and measures to ensure protection of personal data.

4.6 In cases established by the legislation of the Republic of Kazakhstan, the University has the right to carry out cross-border transfer of personal data.

4.7 The University shall destroy or depersonalise personal data upon achieving the purposes of collection or processing or in case of loss of necessity to achieve the purposes of collection or processing.

4.8 Personal data are collected, processed by the University for the following purposes:

- ensuring compliance with the laws of the Republic of Kazakhstan and other regulatory legal acts, including consumer protection;
- exercising the functions, powers and duties imposed by the legislation of the Republic of Kazakhstan on the THE UNIVERSITY, including the provision of personal data to public authorities, including the Ministry of Labour and Social Protection of Population of the Republic of Kazakhstan, the Ministry of Finance of the Republic of Kazakhstan and their territorial subdivisions, as well as to other state bodies and their authorised committees;
- processing of information (CV) of a candidate for employment;
- regulating labour relations with the University employees (assistance in employment, training and promotion, ensuring personal safety, controlling the quantity and quality of work performed, ensuring the safety of property);
- protection of life, health or other vital interests, constitutional rights and freedoms of man and citizen;
- preparation, conclusion, execution and termination of contracts with counterparties;
- ensuring access and intra-object regimes at the University facilities;
- execution of judicial acts, acts of other bodies or officials subject to execution in accordance with the legislation of the Republic of Kazakhstan on enforcement proceedings;
- consideration of personal data subjects' appeals;
- accounting and tax accounting;
- sending to the personal data subject notices, commercial offers, mailings of informational, news and advertising nature related to the services of the University;
- registration and subsequent authorisation of users on the University Website, as well as filling in information about them on the Website at the initiative of users;
- handling user queries/claims regarding goods and services and for users to interact with the University on matters related to such goods and services;
- to organise the delivery of goods and services purchased on the Site, either by your own efforts or with the involvement of third parties (sellers, delivery services, etc.);
- conducting contests, raffles, promotions and surveys, identifying winners and delivering prizes;
- collecting and displaying feedback about goods and services on the Site, including the publication of certain personal data of users on the Site, as well as for responding to such feedback and otherwise interacting with users as a result of the response;
- personalisation of the Site, goods and services of the University and third parties, improvement of the range of goods and services presented on the Site;
- to ensure the security and integrity of the Site.

The university may collect technical information when users visit the Sites or use the University's mobile applications and services. This includes information such as IP address, type of mobile device used, device operating system and

browser type, unique device identifier, address of referring websites, the path the user takes through the Sites, etc. the University may also use technologies such as cookies, web beacons and mobile device identifiers to collect information about the use of the Sites and the University's mobile services. Cookies allow the University to provide users with relevant information using the University's Sites and mobile services (e.g., to open and load relevant pages). Web beacons allow us to recognise whether a particular page has been visited, whether an email has been opened or whether advertising banners on our Sites and other websites have been effective.

The University uses this information to ensure the performance of its Sites and mobile applications, improve the quality of its services, correct errors, and improve the overall user experience. The University does not seek to identify any particular user of its Sites, mobile applications, and services.

The University also has the right to process personal data to exercise the rights and legitimate interests of the University within the framework of the activities provided for by the charter and other local legal acts of the University to achieve other legitimate purposes, provided that there is an appropriate legal basis for the processing of personal data and compliance with the requirements of the current legislation of the Republic of Kazakhstan.

4.9. The University when carrying out the collection, processing of personal data:

- takes measures necessary and sufficient to ensure compliance with the requirements of the legislation of the Republic of Kazakhstan and local legal acts of the University in the field of personal data;
- takes legal, organisational and technical measures to protect personal data from unlawful or accidental access to them, destruction, modification, blocking, copying, provision, dissemination of personal data, as well as from other illegal actions about personal data;
- appoints a person responsible for organising the collection and processing of personal data;
- issues local legal acts defining the policy and issues of personal data collection, processing and protection in the University;
- familiarises the employees of the University, its branches, representative offices and structural subdivisions directly involved in the collection and processing of personal data with the provisions of the legislation of the Republic of Kazakhstan and local legal acts of the University in the field of personal data, including requirements for the protection of personal data, and provides training to these employees;
- publishes or otherwise provides unrestricted access to this Policy;
- ceases processing and destroys personal data in cases stipulated by the legislation of the Republic of Kazakhstan in the field of personal data;
- performs other actions stipulated by the legislation of the Republic of Kazakhstan in personal data.

5. Rights of the subject of personal data

A person whose personal data is collected and processed by the University has the right to:

- to know about the availability of the University's personal data, as well as to receive information containing confirmation of the facts, purpose, sources, methods of collection and processing of personal data; the list of personal data; the terms of processing personal data, including the terms of their storage;
- to request changes and additions to their personal data if relevant documents confirm grounds;
- to demand blocking of their personal data in case there is information about violation of the conditions of collection processing of personal data;
- demand destruction of his/her personal data collected and processed in violation of the legislation of the Republic of Kazakhstan, as well as in other cases established by the Law of the Republic of Kazakhstan No. 94-V "On Personal Data and Their Protection" and other regulatory legal acts of the Republic of Kazakhstan;
- withdraw consent to the collection and processing of personal data, except in cases where this is contrary to the laws of the Republic of Kazakhstan or in the presence of an unfulfilled obligation;
- give consent (refuse) to the University to disseminate their personal data in publicly available sources of personal data;

- to exercise other rights provided by the Law of the Republic of Kazakhstan No. 94-V "On personal data and their protection" and other regulatory legal acts of the Republic of Kazakhstan.

To exercise the rights mentioned above, the personal data subject must apply to the University:

- in writing with handwritten signature - to the address: Republic of Kazakhstan, Almaty, Al-Farabi Ave. 120/48, n.4; or
- in the form of an electronic document with an electronic digital signature - to the e-mail address officedmuk@dmuk.edu.kz

The subject of personal data has the right to appeal against actions (inactions) of the University violating his/her rights in the collection, processing and protection of personal data to the authorised body in the field of personal data protection (the Ministry of Digital Development, Innovation and Aerospace Industry of the Republic of Kazakhstan) and to the court by the procedure established by the legislation of the Republic of Kazakhstan, as well as to otherwise protect his/her rights and legitimate interests, including by claiming compensation for moral and material damage.

6. Information on the implemented requirements for personal data protection

When collecting and processing personal data, the University shall take the necessary legal, organisational and technical measures to protect personal data from unlawful or accidental access to them, destruction, modification, blocking, copying, provision, dissemination of personal data, as well as from other illegal actions about personal data.

Such measures include, but are not limited to:

- determination of threats to the security of personal data during their processing in information systems (bases) of personal data;
- implementation of sufficient technical and cryptographic protection of personal data;
- assessment of the efficiency of the measures taken to ensure personal data security before putting into operation the information system (database) of personal data;
- detecting facts of unauthorised access to personal data and taking measures;
- recovery of personal data modified or destroyed due to unauthorised access to them;
- establishing the rules of access to personal data processed in the information system (database) of personal data, as well as ensuring the registration and accounting of all actions performed with personal data in the information system (database) of personal data;
- control over the measures taken to ensure personal data security and the level of protection of information systems (bases) of personal data;
- accounting of machine-readable personal data carriers;
- monitor users' actions and conduct proceedings on the facts of violation of personal data security requirements.