



**Уральский
федеральный
университет**

имени первого Президента
России Б.Н.Ельцина

Ministry of Education and Science of the Russian Federation.
Federal State Autonomous Educational Institution of Higher Education "Ural
Federal University named after the first President of Russia B.N. Yeltsin"
(UrFU)

**The situation regarding the processing of personal data in the UrFU
SMK-PVD-01-6.4-146-2018 Page 1 of 25**

SIGN BY

Rector of UrFU

_____ V.A. Koksharov
" " _____ 2018

POSITION

**regarding the processing of personal data
at the Federal State Autonomous Educational Institution of Higher Education "Ural
Federal University"
named after the first President of Russia B.N. Yeltsin"**

SMK-PVD-01-6.4-146-2018

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Order No. _____ dated " _ " _____ 20__.

Ekaterinburg,

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Table of contents

1. General provisions	3
2. Legislative and other regulatory legal acts of the Russian Federation, in accordance with which personal data is processed and the legal grounds for the processing of personal data	4
3. Purposes of collecting personal data	5
4. Volume and categories of personal data processed, categories of personal data subjects	6
5. Procedure and conditions for processing personal data	9
6. Updating, correction, deletion and destruction of personal data, responses to requests from subjects for access to personal data	11
7. Responsibility	12
8. Monitoring compliance with the legislation of the Russian Federation and local regulations of the University in the field of personal data	12
9. Final provisions	12
Appendix 1 Consent form for the processing of personal data of an applicant for a position or an employee of the University	13
Appendix 2 Consent form for the processing of personal data of a student, graduate student, doctoral student, student of the University	16
Appendix 3 Consent form for the processing of personal data of a University applicant	19
Appendix 4 Consent form for the processing of personal data of University guests	22
Mailing list	24
Change registration sheet	25



1. General provisions

1.1 Regulations regarding the processing of personal data at the Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the first President of Russia B.N. Yeltsin" (hereinafter referred to as the Regulations) defines the basic principles, goals, conditions and methods of processing personal data, lists of subjects and personal data processed at the University, the functions of the University as an operator of personal data, the rights of personal data subjects, as well as the requirements for the protection of personal data implemented at the University data and responsibility of University officials who have access to personal data for failure to comply with the requirements of the rules governing the processing and protection of personal data.

1.2 The Regulations were developed taking into account the requirements of the Constitution of Russian Federation, legislative and other regulatory legal acts of the Russian Federation in the field of personal data and information protection.

1.3 The Regulations use the following terms and definitions:

- personal data - any information relating directly or indirectly to identified or identifiable individual (subject of personal data);

- processing of personal data – any action (operation) or set of actions (operations) with personal data performed using automation tools or without their use. Processing of personal data includes, inter alia:

- collection;
- record;
- systematization;
- accumulation;
- storage;
- clarification (update, change);
- extraction;
- usage;
- transmission (distribution, provision, access);
- depersonalization;
- blocking;
- deletion;
- destruction.

- automated processing of personal data – processing of personal data using computer technology;

- personal data operator (operator) - a state body, municipal body, legal or natural person, independently or jointly with other persons organizing and (or) carrying out the processing of personal data, as well as determining the purposes of processing personal data, the composition of personal data to be processed, actions (operations) performed with personal data;

- subject of personal data - an individual who is directly or indirectly identified or determined using personal data;



- confidentiality of personal data - a mandatory requirement for the operator or other person who has access to personal data to not allow their distribution without the consent of the subject of personal data or the presence of another legal basis;

1.4 The operator processes personal data taking into account the need to ensure the protection of the rights and freedoms of personal data subjects, including the protection of the right to privacy, personal and family secrets on a legal and fair basis and is limited to the achievement of specific, predetermined and legitimate goals. Processing of personal data that is incompatible with the purposes of collection or that is excessive in relation to the purposes of collection of personal data is not permitted. It is also not allowed to combine databases containing personal data, the processing of which is carried out for purposes that are incompatible with each other. Only personal data that meets the purposes of their processing are subject to processing. Heads of structural units must obtain consent from the subject of personal data processing for each purpose of processing, if such consent is required for a given purpose of processing. When processing personal data, the accuracy, sufficiency and relevance in relation to the stated purposes of their processing are ensured.

1.5 Subjects have the right to receive information about their personal data processed at the University, including receiving copies of records containing their personal data, unless otherwise provided by law, to clarify their personal data, to withdraw consent to the processing of personal data, as well as to accept the stipulated by law, measures to protect their rights and appeal against the actions or inaction of the University to an authorized body or through the court and the exercise of other rights provided for by the legislation of the Russian Federation.

1.6 The Regulations serve as the basis for the development of local regulations regulating the processing of personal data at the University.

2. Legislative and other regulatory legal acts of the Russian Federation, in accordance with which personal data is processed and the legal basis for the processing of personal data

2.1 Legislative and other regulatory legal acts of the Russian Federation, in accordance with which personal data is processed at the University:

- Labor Code of the Russian Federation;
- Federal Law of July 27, 2006 No. 149-FZ "On information, information technologies and information protection";
- Federal Law of July 27, 2006 No. 152-FZ "On Personal Data";
- Decree of the President of the Russian Federation of March 6, 1997 No. 188 "On approval of the List of confidential information";
- Decree of the Government of the Russian Federation of November 1, 2012 No. 1119 "On approval of requirements for the protection of personal data during their processing in personal data information systems";
- Decree of the Government of the Russian Federation of September 15, 2008 No. 687 "On approval of the Regulations on the specifics of processing personal data carried out without the use of automation tools";



- Decree of the Government of the Russian Federation of July 6, 2008 No. 512 “On approval of requirements for tangible media of biometric personal data and technologies for storing such data outside personal data information systems”;

- Order of the FSTEC of Russia dated February 18, 2013 No. 21 “On approval of the composition and content of organizational and technical measures to ensure the security of personal data when processed in personal data information systems”;

- Order of Roskomnadzor dated September 5, 2013. No. 996 “On approval of requirements and methods for anonymization of personal data”;

- Recommendations for drawing up a document defining the operator’s policy regarding the processing of personal data, in the manner established by Federal Law of July 27, 2006 No. 152-FZ “On Personal Data” and other regulatory legal acts and methodological documents of the Russian Federation and local regulations University related to the activities of the University as an operator of personal data.

2.2 The basis for processing personal data is:

- Labor Code of the Russian Federation;

- Federal Law of December 29, 2012 No. 273-FZ “On Education in the Russian Federation”;

- Federal Law of November 3, 2006 No. 174-FZ “On Autonomous Institutions”;

- Federal Law of August 23, 1996 No. 127-FZ “On Science and State Scientific and Technical Policy”;

- Decree of the Government of the Russian Federation of September 24, 2013 No. 842 “On the procedure for awarding academic degrees”;

- Decree of the Government of the Russian Federation of December 10, 2013 No. 1139 “On the procedure for conferring academic titles” and other regulatory legal acts of the Russian Federation related to the activities of the University;

- Charter of the University, approved by Order of the Ministry of Education of the Russian Federation dated April 15, 2016 No. 416 and local regulations of the University;

- Consent to the processing of personal data;

- Employment contracts, civil contracts, contracts with contractors, contracts for the provision of educational services and other documents connecting various categories of subjects of personal data processing with the University.

3. Purposes of collecting personal data

The processing of personal data at the University is carried out for the purposes of:

3.1 ensuring compliance with the requirements of the Constitution of the Russian Federation and the legislation of the Russian Federation, carrying out activities provided for by the legislation of the Russian Federation, the University Charter, University licenses and local regulations on the implementation of educational, scientific and technical activities;

3.2 carrying out financial activities, including for the purpose of transferring data to banks that have a valid cooperation agreement with UrFU for issuing an employee’s salary card, as well as a scholarship and (or) student access card to the University;



3.3 registration and regulation of labor relations and civil relations with individuals and legal entities;

3.4 carrying out the functions, powers and responsibilities assigned by the legislation of the Russian Federation to the University, to provide personal data to government authorities, in particular to the Federal Tax Service of the Russian Federation, the Pension Fund of the Russian Federation, the Social Insurance Fund of the Russian Federation, the Federal Compulsory Medical Insurance Fund of the Russian Federation etc., for the purpose of providing data for military registration.

3.5 ensuring the activities of the Admissions Campaign.

3.6 helping employees and students in employment, training and promotion, and use of various types of benefits.

3.7 protecting the life, health or other vital interests of personal data subjects.

3.8 ensuring access and intra-facility regimes at the University;

3.9 formation of reference materials for internal information support of the University's activities;

3.10 posting the image on the official website of the University;

3.11 execution of judicial acts, acts of other bodies or officials subject to execution in accordance with the legislation of the Russian Federation on enforcement proceedings and for other legal purposes.

4. Volume and categories of personal data processed, categories of personal data subjects

4.1 The content and volume of personal data processed must correspond to the stated purposes of processing. The personal data processed should not be redundant in relation to the stated purposes of their processing.

4.2 The subjects of personal data processed at the University include:

- University employees, former employees, candidates for vacant positions (applicants);
- students studying at the University, including students, graduate students, doctoral students;
- applicants;
- Graduates;
- guests of the University;
- other subjects of personal data to implement the processing purposes specified in the Regulations, section 3.

4.2.1 The lists of personal data processed at the University are determined in accordance with the legislation of the Russian Federation and local regulations of the University, taking into account the purposes of processing personal data specified in the Regulations, section 3.

4.2.2 List of personal data that can be provided by a University employee when applying for a job and in the course of work, and can be processed at the University:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship



- registration address;
- actual address;
- TIN, SNILS data;
- information about education, professional training;
- biographical facts (conviction, service in the armed forces of the Russian Federation, etc. ;
- information about previous work activity (place of work, amount of earnings, work in elected positions, in state and municipal service, etc.);
- marital status, presence of children, family ties;
- information about military registration;
- information about social guarantees and benefits;
- the results of a medical examination of the employee for fitness to perform job duties;
- contact information (phone, email, etc.);
- photos;
- information about legal representatives (full name, date and place of birth, registration address and telephone number);
- other information on the basis of which the employee can be identified.

The consent form for the processing of personal data is presented in Appendix 1.

4.2.3 List of personal data of students that can be processed at the University:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- TIN, SNILS data;
- information about military registration,
- information about social guarantees and benefits;
- contact information (phone, email, etc.);
- photos;
- data from the conclusion on the medical examination ;
- information about health/disability (disability group, health group/functional group, special medical group for physical education);
- information about education;
- information about training;
- information on the accrual of scholarships and other payments;
- information about legal representatives (full name, date and place of birth, registration address and telephone number);
- other information on the basis of which the student can be identified.

The consent form for the processing of personal data is presented in Appendix 2.

4.2.4 List of personal data of applicants that can be processed at the University:

- Full Name;



- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- results of entrance tests (Unified State Examination, etc.);
- information about previously received education;
- information about previous educational organizations (city, name, type, year of graduation);
- information about education documents (type, series, number, date of issue);
- information about grades from a certificate or diploma (disciplines and grades);
- information about medals received and participation in Olympiads;
- information about special rights/benefits;
- information about individual achievements;
- information about military registration;
- information about social guarantees and benefits;
- contact information (phone, email, etc.);
- photos;
- information about the language being studied;
- information about submitted applications (specialty, level, qualification, form of study and basis);
- information about legal representatives (full name, date and place of birth, registration address and telephone number);
- other information on the basis of which the applicant can be identified.

The consent form for the processing of personal data is presented in Appendix 3.

4.2.5 List of personal data of University guests that can be processed at the University:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- information about the represented organization;
- contact information (phone, email, etc.);
- photos;
- other information on the basis of which the guest can be identified.

The consent form for the processing of personal data is presented in Appendix 4.

4.3 Lists of personal data of other subjects that may be processed at the University are determined in accordance with the legislation of the Russian Federation and local regulations of the



University, considering the purposes of processing personal data specified in Section 3 of the Regulations.

5. Procedure and conditions for processing personal data

5.1 The University collects, records, systematizes, accumulates, stores, clarifies (update, change), extract, use, transfer (distribute, provide, access), depersonalize, block, delete and destroy personal data.

5.2 Processing of personal data at the University is carried out in the following ways:

- non-automated processing of personal data;
- automated processing of personal data with or without transmission of received information via information and telecommunication networks;
- mixed processing of personal data.

5.3 The University complies with the requirement of confidentiality of personal data established by Article 7 of the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data", and the measures provided for in Part 2 of Article 18.1 and Part 1 of Article 19 of the Federal Law of July 27, 2006 are being taken. No. 152-FZ "On Personal Data".

5.4 Measures taken by the University to ensure the fulfillment of the operator's obligations when processing personal data:

- appointment of persons responsible for organizing the processing of personal data at the University;
- adoption of local regulations and other documents in the field of processing and protection of personal data;
- organizing training and conducting methodological work with University employees processing personal data;
- establishing a ban on the transfer of personal data through open communication channels, computer networks and the Internet without applying the measures established at the University to ensure the security of personal data;
- storage of tangible media of personal data in compliance with conditions that ensure the safety of personal data and exclude unauthorized access to them;
- implementation of internal control of compliance of personal data processing with the requirements of the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data" and the regulatory legal acts adopted in accordance with it, requirements for the protection of personal data;
- publishing or otherwise providing unrestricted access to these Regulations;
- termination of processing and destruction of personal data in cases provided for by the legislation of the Russian Federation in the field of personal data;
- other measures provided for by the legislation of the Russian Federation in the field of personal data.

5.5 Measures to ensure the security of personal data during their processing in personal data information systems are established in accordance with the legislation of the Russian Federation in the field of personal data, these Regulations and other local regulations of the University regulating the



issues of ensuring the security of personal data during their processing in personal data information systems.

5.6 Measures to protect personal data are implemented at the University in the following areas:

- preventing leakage of information containing personal data through technical communication channels and other means;
- prevention of unauthorized access to information containing personal data, special influences on such information (information media) for the purpose of obtaining it, destroying it, distorting it and blocking access to it;
- protection against malware.
- ensuring secure internetworking.
- analysis of the security of personal data information systems.
- ensuring information protection using encryption (cryptographic) means when transmitting personal data via communication channels.
- detection of intrusions and computer attacks;
- monitoring the implementation of the personal data protection system.

5.7 The main measures to ensure the security of personal data include:

- implementation of a permit system for user access to information systems;
- differentiation of access of users of personal data information systems to information resources, software for processing (transfer) and protection of information;
- registration of user actions, control of unauthorized access;
- use of information security tools that have undergone the conformity assessment procedure in accordance with the established procedure;
- preventing the introduction of malicious programs and software bookmarks into information systems, analysis of information received via information and telecommunication networks (public communication networks), including the presence of computer viruses;
- restriction of access to premises where technical means are located that allow the processing of personal data, and storage media containing personal data are stored;
- placement of technical means allowing for the processing of personal data within the protected area;
- organization of physical protection of premises and technical means allowing for the processing of personal data;
- accounting and storage of removable storage media and their circulation, excluding theft, substitution and destruction;
- redundancy of technical means, duplication of arrays and storage media;
- implementation of requirements to secure internetwork interaction of information systems;
- use of secure communication channels, protection of information during its transmission via communication channels;
- firewalling for the purpose of access control, filtering network packets and translating network addresses to hide the structure of information systems;
- detection of intrusions into information systems that violate or create conditions for violation of established requirements for ensuring the security of personal data;



- periodic analysis of the security of installed firewalls by simulating external attacks on information systems;
- active security audit of information systems for real-time detection of unauthorized network activity;
- analysis of information systems security using specialized software (security scanners);
- centralized management of the personal data protection system in information systems.

5.8 The condition for termination of the processing of personal data may be the achievement of the purposes of processing personal data, the expiration of the consent period or the withdrawal of the consent of the subject of personal data to the processing of his personal data, in the absence of grounds for continued processing provided for by the legislation of the Russian Federation.

5.9 Personal data is stored in a form that makes it possible to identify the subject of personal data no longer than required by the purposes of processing personal data, except in cases where the storage period for personal data is not established by Federal Law, an agreement to which the subject of personal data is a party, beneficiary or guarantor.

5.10 When storing personal data, in accordance with Part 5 of Article 18 of the Federal Law of July 7, 2006 No. 152-FZ "On Personal Data," databases located on the territory of the Russian Federation are used.

5.11 Personal data whose processing has ceased will be destroyed.

6. Updating, correction, deletion and destruction of personal data, responses to requests from subjects for access to personal data

6.1. In accordance with Article 21 of the Federal Law of July 27, 2006 No. 152-FZ "On Personal Data", if the fact of inaccuracy of personal data or the illegality of their processing is confirmed, the personal data must be updated by the operator, and the processing must be stopped accordingly.

When the goals of processing personal data are achieved, as well as if the subject concerned (or the subject represented by a legal representative) withdraws consent to their processing, personal data is subject to destruction as established by the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data" deadlines if:

- otherwise not provided for by the agreement to which the subject of personal data is a party, beneficiary or guarantor.
- the operator does not have the right to process without the consent of the subject of personal data on the grounds provided for by the Federal Law "On Personal Data" or other federal laws;
- otherwise, not provided for in another agreement between the operator and the subject of personal data.

In case of requests from the subject of personal data or his representative or an authorized body for the protection of the rights of subjects of personal data, measures for temporary blocking, clarification or destruction of personal data, as well as notification of these subjects, take place within the time limits established by the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data" deadlines.



6.2. In accordance with Article 20 of the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data" the operator is obliged to inform the subject of personal data or his representative information about the processing of personal data of such subject at the request of the latter as established by the Federal Law of July 27, 2006. No. 152-FZ "On Personal Data" deadlines, unless otherwise provided by the Federal Law of the Russian Federation.

7. Responsibility

7.1. Personal responsibility for compliance with the requirements of the legislation of the Russian Federation, local regulations of the University in the field of personal data, as well as for ensuring confidentiality and organizing work to ensure the security of personal data, rests with the managers and employees of departments involved in the processing of personal data, development, implementation and (or) operation of personal data information systems.

7.2. Persons guilty of violating the requirements of the legislation of the Russian Federation in the field of personal data bear responsibility as provided for by the legislation of the Russian Federation in accordance with the Labor Code of the Russian Federation, the Civil Code of the Russian Federation, the Code of Administrative Offenses of the Russian Federation, and the Criminal Code of the Russian Federation.

8. Monitoring compliance with the legislation of the Russian Federation and local regulations of the University in the field of personal data

8.1 Methodological guidance and control over the effectiveness of the measures provided to ensure the security of personal data at the University is carried out by the Information Security Department.

9. Final provisions

9.1 This Regulation is publicly available and must be posted on the official website of the University.

9.2 If necessary, these Regulations may be amended and supplemented in accordance with the procedure established by the University.

9.3 This Regulation is drawn up on 22 pages, in one original copy stored in the Information Security Department, a recorded copy in electronic form is in the quality management department.

9.4 An integral part of the document is the approval sheet generated in the EDMS.

Head of Department
information security

A.Yu. Ushakov



Annex 1

AGREEMENT

**for the processing of personal data of an applicant for a position or an employee of the
University**

I,

_____ da

te of birth, "___»_____ G .

(last name, first name, patronymic in full)

passport series _____ No. _____ « ___ » _____ G . _____

_____,
(issued by whom and when)

registered _____ at:

_____ residential

address _____

**Represented by a representative of the subject of personal data (to be filled in if consent is
received from the representative
subject of personal data)**

(last name, first name, patronymic in full)

passport series _____ No. _____ " ___ " _____ city _____

_____,
(issued by whom and when)

residing at:

_____ acting on behalf of the subject of personal data on the basis of

(details of a power of attorney or other document confirming the authority of the representative)

In accordance with Art. 9 of the Law of the Russian Federation of July 27, 2006 No. 152-FZ "On
Personal Data", **for the purposes of:**

- ensuring compliance with the requirements of the legislation of the Russian Federation when
hiring and/or ensuring labor activity, maintaining accounting records, transferring data to banks
that have a valid cooperation agreement with UrFU for issuing a salary card, as well as: to the
Federal Tax Service, the Social Insurance Fund and the Pension Fund of the Russian Federation,
posting an image on the official website of UrFU,

I give Federal State Autonomous Educational Institution of Higher Education "Ural Federal
University named after the first President of Russia B.N. Yeltsin" (OGRN 1026604939855, TIN



6660003190), registered at the address: st. Mira, 19, Ekaterinburg, 620002 (hereinafter referred to as **operator**) **consent to the processing of your personal data.**

Consent applies to the processing of the following personal data:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- TIN, SNILS data;
- information about education, professional training;
- biographical facts (conviction, service in the armed forces of the Russian Federation, etc.);
- information about previous work activity (place of work, amount of earnings, work in elected positions, in state and municipal service, etc.);
- marital status, presence of children, family ties;
- information about military registration;
- information about social guarantees and benefits;
- results of a medical examination of the employee to determine his suitability to perform work duties;
- contact information (phone, email, etc.);
- photos;
- information about legal representatives (full name, passport details, residential address and telephone number);
- other information of which the employee can be identified.

General description of the methods used by the Operator for processing personal data:

non-automated processing of personal data, automated processing of personal data, including with or without transmission of received information via information and telecommunication networks, mixed processing of personal data.

List of actions with personal data for which consent is given: collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, depersonalization, blocking, deletion, destruction of personal data, both using automation tools and without the use of automation tools.

Consent can be revoked at any time by sending the personal data subject a corresponding statement in simple written form to the Operator at the e-mail address: sd@urfu.ru, or by submitting a statement in another official way.

The subject's personal data is subject to storage for the periods established by the legislation of the Russian Federation. Personal data is destroyed unless otherwise provided by the legislation of the Russian Federation: to achieve the purposes of processing personal data; upon liquidation or reorganization of the operator; based on a written request from the personal data subject with a



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**The situation regarding the processing of personal data in the UrFU
SMK-PVD-01-6.4-146-2018 Page 1 of 25**

request to stop processing his personal data (the operator will stop processing such personal data within 3 (three) working days, of which a written notification will be sent to the subject within 10 (ten) working days).

_____ / _____ / “ ” _____ 20__



Appendix 2

AGREEMENT

**for the processing of personal data of a student, graduate student, doctoral student, of the
University**

I,

_____ da

te of birth, " __ » _____ G .

(*last name, first name, patronymic in full*)

passport series _____ No. _____ « __ » _____ G . _____

_____,
(*issued by whom and when*)

registered _____ at:

residential

address _____

**Represented by a representative of the subject of personal data (to be filled in if consent is
received from the representative
subject of personal data)**

(*last name, first name, patronymic in full*)

passport series _____ No. _____ " __ " _____ city _____

_____,
(*issued by whom and when*)

residing at:

acting on behalf of the subject of personal data on the basis of

(*details of a power of attorney or other document confirming the authority of the representative*)

In accordance with Art. 9 of the Law of the Russian Federation of July 27, 2006 No. 152-FZ "On
Personal Data", **for the purposes of:**

- ensuring compliance with the requirements of the legislation of the Russian Federation,
ensuring the organization of the educational process, maintaining accounting records, transferring
data to banks that have a valid cooperation agreement with UrFU for issuing a scholarship card
and/ or admission cards to the University, as well as: to the Federal Tax Service, the Social
Insurance Fund and the Pension Fund of the Russian Federation,

I give Federal State Autonomous Educational Institution of Higher Education "Ural Federal
University named after the first President of Russia B.N. Yeltsin" (OGRN 1026604939855, TIN



6660003190), registered at the address: st. Mira, 19, Ekaterinburg, 620002 (hereinafter referred to as **operator**) **consent to the processing of your personal data.**

Consent applies to the processing of the following personal data:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- TIN, SNILS data;
- information about military registration,
- information about social guarantees and benefits;
- contact information (phone, email, etc.);
- photos;
- data from the conclusion on the medical examination ;
- information about health/disability (disability group, health group/functional group, special medical group for physical education);
- information about education;
- information about training;
- information on the accrual of scholarships and other payments;
- information about legal representatives (full name, date and place of birth, registration address and telephone number).
- other information of which the student can be identified.

General description of the personal data processing methods used by the Operator: non-automated processing of personal data, automated processing of personal data, including with or without transmission of received information via information and telecommunication networks, mixed processing of personal data.

List of actions with personal data for which consent is given: collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, depersonalization, blocking, deletion, destruction of personal data, both using automation tools and and without the use of automation tools.

Consent can be revoked at any time by sending the personal data subject a corresponding statement in simple written form to the Operator at the email address: sd@urfu.ru , or by submitting a statement in another official way.

The subject's personal data is subject to storage for the periods established by the legislation of the Russian Federation. Personal data is destroyed unless otherwise provided by the legislation of the Russian Federation: to achieve the purposes of processing personal data; upon liquidation or reorganization of the operator; based on a written request from the personal data subject with a request to stop processing his personal data (the operator will stop processing such personal data



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федеральный
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имени первого Президента
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(UrFU)

**The situation regarding the processing of personal data in the UrFU
SMK-PVD-01-6.4-146-2018 Page 1 of 25**

within 3 (three) working days, of which a written notification will be sent to the subject within
10 (ten) working days).

_____ / _____ / " _ " _____ 20 __ G.



Appendix 3

**AGREEMENT
for the processing of personal data of a university applicant**

I, _____ da

te of birth , " __ » _____ G .

(last name, first name, patronymic in full)

passport series _____ No. _____ « __ » _____ G . _____

_____ ,
(issued by whom and when)

registered _____ at:

_____ residential
address _____

**Represented by a representative of the subject of personal data (to be filled in if consent is
received from the representative
subject of personal data)**

_____ ,
(last name, first name, patronymic in full)

passport series _____ No. _____ " __ " _____ city _____

_____ ,
(issued by whom and when)

residing at:

_____ acting on behalf of the subject of personal data on the basis of

_____ ,
(details of a power of attorney or other document confirming the authority of the representative)

In accordance with Art. 9 of the Law of the Russian Federation of July 27, 2006 No. 152-FZ "On
Personal Data", **for the purposes of:**

- ensuring compliance with the requirements of the legislation of the Russian Federation, submitting documents for participation in the competition, maintaining accounting records, forming and maintaining a federal information system for ensuring the conduct of the unified state exam and the admission of citizens to educational institutions,

I give Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the first President of Russia B.N. Yeltsin" (OGRN 1026604939855, TIN 6660003190), registered at the address: st. Mira, 19, Ekaterinburg, 620002 (hereinafter referred to as **operator**) **consent to the processing of your personal data.**



Consent applies to the processing of the following personal data:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- results of entrance tests (Unified State Examination, etc.);
- information about previously received education;
- information about previous educational organizations (city, name, type, year of graduation);
- information about education documents (type, series, number, date of issue);
- information about grades from a certificate or diploma (disciplines and grades);
- information about medals received and participation in Olympiads;
- information about special rights/benefits;
- information about individual achievements;
- information about military registration;
- information about social guarantees and benefits;
- contact information (phone, email, etc.);
- photos;
- information about the language being studied;
- information about submitted applications (specialty, level, qualification, form of study and basis);
- information about legal representatives (full name, date and place of birth, registration address and telephone number).
- other information of which the applicant can be identified.

General description of the methods used by the Operator for processing personal data:

non-automated processing of personal data, automated processing of personal data, including with and without transmission over the Internet, mixed processing of personal data.

List of actions with personal data for which consent is given collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, depersonalization, blocking, deletion, destruction of personal data, both using automation tools and without the use of automation tools.

Consent can be revoked at any time by sending the personal data subject a corresponding statement in simple written form to the Operator at the e-mail address: sd@urfu.ru, or by submitting a statement in another official way.

The subject's personal data is subject to storage for the periods established by the legislation of the Russian Federation. Personal data is destroyed unless otherwise provided by the legislation of the Russian Federation: to achieve the purposes of processing personal data; upon liquidation or



**Уральский
федеральный
университет**

имени первого Президента
России Б.Н.Ельцина

Ministry of Education and Science of the Russian Federation.
Federal State Autonomous Educational Institution of Higher Education "Ural
Federal University named after the first President of Russia B.N. Yeltsin"
(UrFU)

**The situation regarding the processing of personal data in the UrFU
SMK-PVD-01-6.4-146-2018 Page 1 of 25**

reorganization of the operator; based on a written request from the personal data subject with a request to stop processing his personal data (the operator will stop processing such personal data within 3 (three) working days, of which a written notification will be sent to the personal data subject within 10 (ten) working days).

_____ / _____ / " __ " _____ 20 __ G.



Appendix 4

AGREEMENT for the processing of personal data of a university guest

I,

_____ da

te of birth , " __ » _____ G .

(last name, first name, patronymic in full)

passport series _____ No. _____ « __ » _____ G . _____

_____,
(issued by whom and when)

registered _____ at:

_____ residential

address _____

In accordance with Art. 9 of the Law of the Russian Federation of July 27, 2006 No. 152-FZ "On Personal Data", **for the purposes of :**

- ensuring compliance with the requirements of the legislation of the Russian Federation, ensuring access and intra-facility regimes at the University,

I give Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the first President of Russia B.N. Yeltsin" (OGRN 1026604939855, TIN 6660003190), registered at the address: st. Mira, 19, Ekaterinburg, 620002 (hereinafter referred to as **operator**) **consent to the processing of your personal data.**

Consent applies to the processing of the following personal data:

- Full Name;
- sex;
- Date and place of birth;
- passport data (series, number, when and by whom it was issued);
- citizenship;
- registration address;
- actual address;
- information about the represented organization;
- contact information (phone, email, etc.);
- photos;
- other information of which the guest can be identified.

General description of the personal data processing methods used by the Operator: non-automated processing of personal data, automated processing of personal data, including with or without transmission of received information via information and telecommunication networks, mixed processing of personal data.



List of actions with personal data for which consent is given: collection, recording, systematization, accumulation, storage, clarification (updating, changing), extraction, use, depersonalization, blocking, deletion, destruction of personal data, both using automation tools and without the use of automation tools.

Consent can be revoked at any time by sending the personal data subject a corresponding statement in simple written form to the Operator at the e-mail address: sd@urfu.ru, or by submitting a statement in another official way.

The subject's personal data is subject to storage for the periods established by the legislation of the Russian Federation. Personal data is destroyed unless otherwise provided by the legislation of the Russian Federation: to achieve the purposes of processing personal data; upon liquidation or reorganization of the operator; based on a written request from the personal data subject with a request to stop processing his personal data (the operator will stop processing such personal data within 3 (three) working days, of which a written notification will be sent to the subject within 10 (ten) working days).

_____ / _____ / " _ " _____ 20 __ G.



Mailing list

POSITION
regarding the processing of personal data
at the Federal State Autonomous Educational Institution of Higher Education "Ural
Federal University"
named after the first President of Russia B.N. Yeltsin"

SMK-PVD-01-6.4-146-2018

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