

# Measure of the Dean of the Faculty of Medicine of Masaryk University C. 5/2018

## Guarantors of the processing of personal data

(effective from 11 June 2018)

Pursuant to § 28 paragraph 1 of Act No. 111/1 998 Coll. , on higher education and on amendments and supplements to other acts6 (the Higher Education Act), as amended by later regulations/J (hereinafter referred to as 'the Act') on higher education"), I issue this opatfenf.

#### Section 1

This measure implements the Masaryk University Directive No. 1/2018 - Protection and processing of personal data.

#### Clanek 2

The function of the guarantor of the processing of personal data at the faculty is entrusted for individual areas of processing to the persons included in the annex to this measure. In the case of processing activities that are not included in the annex to this measure, the activity of the guarantor is performed by the head of the department, within the framework of whose activity the corresponding processing activity is carried out.

#### Clanek3

Only the guarantors of the processing activities are authorised to enter data into the Data Processing Register.

#### Clanek 4

Consultations on the interpretation of legal and internal norms related to the protection of personal data at the Faculty are provided by the Faculty's legal department. The legal department also facilitates the contact of the guarantor with the data protection officer.

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- (1) I entrust the interpretation of this measure and its updating to the Head of the Law Department of the Faculty.
- (2) Control over the observance of this regulation is exercised by the Head of the Faculty's Legal Department.
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prof. MUDr. Martin Bares, Ph. D. dean of the Faculty of Medicine of MII

### Attachment to the Measure of the Dean of the Faculty of Medicine 4/2018

Processing areaTitle	of the	Process/ActivityPurpose/Delivery of the processingGuarantorName of the guarantorUCOProvidedfvyssl mimoEUriziko							
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Safety of the workplace and the pofadavktitechnik OSHBe . Edita Uherkovanene pozarnf protection		employee's OSH training	and compliance with the law. H&S 9280		9280	technician			
Occupational safety and heal	th and safety at work and compliance with the protection!- students of Czech studies	law	head of the study department.	RNDr. Ivana Pankova	119735	No	No		
OHS and OHS and safety a	at work and compliance with protection - students of foreign studies	the law. The requirements of the	Head of Foreign Affairs.	In. Helena Melicharova	70690	No	No		
Occupational health and safety	The design of the skodnf event	Splnenf zak. po:l:adavkil and int. pi "edpisil	OHS technician	In. Edita Uherkova	9280	No	No		
Economics	Archiving of paper documents	Splnl!nf zak. po:l:adavkil	head of the economic department.	Ing. Marta Tesafova	68431	No	Yes		
Economics	Recording of information on electronic discs	Sdflenf information cf EO staff	head of the economic department.	Ing. Marta Tesafova	68431	No	No		
Economics	Voice of the State Organ and Institutions	Splnenf zak. pofadavkli	head of the economic department.	Ing. Marta Tesafo va	68431	No	No		
Economics	Approval of economic documents in documentary form	Compliance with internal rules	head of the economic department.	Ing. Marta Tesafova	68431	No	No		
Economics	Conclusion of contracts with private persons	Fulfillment of the law	head of the economic department.	Ing. Marta Tesafova	68431	No	No		
Economics	Recording of property, assets and alien and alienated items	Splnenf zak. po:l:adavkli	head of the economic department.	Ing. Ma r ta Tesafova	68431	No	No		
Economics	Hlase nf kradezf	Compliance with internal rules,	head of the economic department.	Ing. Marta Tesafova	68431	No	No		
Economics	Preservation of signature specimens	Splnenf zak. background and int pfedpists	head of the economic department.	Ing. Marta Tesafova	68431	No	No		
Personal	Records of working hours	Splnenf zak. Background	head of the personnel department.	Stepanka Horn fckova	242	No	No		
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	Processing areaTitle of theProcess/ActivityPurpose/reason for		processingGuarantorName of the		guarantorU	guarantorUCOProvidedivyssi		
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	<i>incl.</i> evidenceFulfillment of the <i>D</i> information on projects and implementation		department. R &					
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Miroslava Simkova		contractual subfunds						
	StudyProvisionof student mobilityFulfillme		internal regulations of	theforeign department.	Be. Helena Meli	charova70690	nene	
StudyEvidence of the	final pr. IceandtheirFulfillmentofinternalprec	lictionsguiding the	study of the department.	RNDr. Ivana Pankova11973	no no			
	StudyEvidence of the results of the state examinationsFulfillment of the law. background and int. pi'edpis of the head of the st			udy department.	RNDr. Ivana	a Pankova1	19735	
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Study	Communication with applicants	Compliance with the legal requirement and with the provisions of the Annex	head of the study department.	RNDr. Ivana Pankova	119735	No	No	
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Head of the Study Departm	nent, Head of the Study Department, Head of the	he Study Department.		RNDr. Ivana Pankova11973	5 no			
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the head of the int. departm	nent and the head of the study department reports of the stud file. etc Czech study	, thestudy department and the head of the stu of contractual subfunctions	ndy department		RNDr.Ivana Pan	kova		
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Helena Melicharova Vnej s f relationsWeb	presentations and informationabout the fac	culty Presentation of the faculty and information	tion about the head of the	department. strategy and vn	n. 241936	No	n e	

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