BASIC GUIDE TO PERSONAL DATA PROTECTION AT SAN PABLO CEU UNIVERSITY

This Basic Guide is presented with the aim of contributing to the strengthening of a data protection culture at the San Pablo CEU University (from here on USPCEU), studying in depth the initiatives promoted in this sense, for years, by the corresponding bodies of the San Pablo CEU University Foundation (from here on FUSPCEU) in which this University is integrated (see Annex I)

This is a basic document to make available to the people who make up USPCEU, teaching and non-teaching staff and other collaborators, a reference of easy access and understanding that allows them to develop their academic and management activities, in accordance with the culture of data protection mentioned in the previous paragraph. This Guide therefore seeks to inform and facilitate the proper use, protection, confidentiality, integrity and availability of personal data, in accordance with the provisions of the Organic Law on Data Protection and other applicable regulations.

GENERAL MATTERS

1. What does the LOPD protect?

The Organic Law 15/1999 of 13 December on the Protection of Personal Data (from here on LOPD) protects individuals, referred to by the law as "affected" or "interested", in relation to the use of their personal data. This Organic Law has been developed by the Royal Decree 1720/2007, of December 21. Both regulations, as well as others of interest in these matters, can be consulted at:
http://www.agpd.es/portalwebAGPD/canaldocumentacion/legislacion/estatal/index-idesidphp.php

2. What is personal data?

It is any information concerning identified or identifiable natural persons. Therefore, it does not refer to data:

- Of individual entrepreneurs who refer to their activity as such
- From legal entities and natural persons who provide their services in them, as long as they consist only of their name and surname, the functions or positions they hold, postal or electronic address, professional telephone and fax number and that the purpose is to maintain contact with the legal entity

Personal data does NOT have to be private. In this sense, data such as name, surname, ID number, postal or e-mail address, photos or recorded images, properties, academic grades, tests and written exams in which the author can be identified, bank account numbers or curriculum data, among others, would be personal data, by way of example.

3. Does the LOPD apply only to data collected in computer or automated files?
No. The LOPD applies to personal data recorded on any physical support that makes them susceptible to treatment. This means that it applies to automated or computerized files and to files on paper or other physical support.

4. What is meant by a file?
Any organized set of personal data, whatever the form or way of its creation, storage, organization and access. In other words, a set of information that allows access to data on specific persons.

It should be noted that, always, even when not integrated into a file, the data of a natural person must be treated with the necessary discretion and prudence.

5. What is personal data processing?
- It is a very wide concept. We process data when: We collect and/or record them
- We simply keep them in storage
- We submit them to some process of elaboration that gives us some result
- We modify them
- We give them away, either because we provide them physically or verbally to a third party, allow them to consult them by showing a document or on screen, allow them to connect to our systems or transmit them to them by telematic means such as e-mail.

6. Who is responsible for the file or processing?
The person responsible for the file is the person who, on creating it, decides on the purpose, content and use of the processing. In the case of the existing files at the University, the San Pablo CEU University Foundation is responsible for them. This does not mean that each user of the data treated in the development of their functions does not have a direct responsibility in relation to the use they make of them, which must, in any case, comply with the established in the LOPD and the guidelines contained in this Basic Guide.

Each faculty, school, institute, vice-rectorate, management, service, unit or equivalent where personal data is processed directly shall have a person acting as " Link LOPD",

who shall promote the implementation of the necessary measures and contact with the General Secretariat for the purpose of dealing with requests or requirements. In the centers and institutes will act as " Link LOPD" the Academic Secretary; in the rest of services and units, whoever is designated as the highest authority.

DATA COLLECTION

7. What should be taken into account when collecting personal data?

The interested parties must be informed and, if necessary, their consent to the processing of their data must be obtained. In order to comply with this obligation, the General Secretariat may provide the necessary forms through the corresponding "LOPD Links".

It is important that the documents or supports where this information is recorded are kept, following the guidelines for the conservation of documents established in the Regulations of the General Archive of San Pablo-CEU University (Approved by the Permanent Commission of the Governing Council on January 15, 2004)

8. Can any type of data be collected?

No. Only those that are adequate, pertinent and not excessive in relation to the determined, explicit and legitimate purposes for which the data are collected. In other words, if the purpose is exclusively to send information by e-mail, you will not need the person's address or ID card, so no data should be requested if it is not clear that it will be necessary later.

9. Can individual contact information be collected from members of the university community?

No. Anyone who begins a relationship with USPCEU provides contact information that can be used to help maintain and fulfill that relationship. In addition, the University makes available to members of our university community an e-mail account through which they can receive information about news and general services of the University.

However, the interested party can also provide email accounts and private fixed or cell phone numbers in order to maintain a more restricted contact, either with a professor, a certain department or for a certain use. Unless the interested party gives his or her consent, such data should not be dumped into centralized databases, so that they are accessible by other services or units of the University. They will not be published in

directories or contact lists or provided to third parties and will be adequately protected, and will be deleted when they are no longer necessary for the purpose for which they were provided.

USE OF PERSONAL DATA

10. Once the data has been collected and while it is within the range of action of the San Pablo CEU University, is there any kind of specific obligation?
Yes, the data collected from the interested party is presumed to be accurate. Each user who is responsible for personal data must ensure that the data he or she handles is accurate and, consequently, must update it in such a way that it corresponds truthfully to the current situation of the affected party or owner of the data. As an example, any change that is known, relating to the address of a student, other contact information or the subjects taken in a period of mobility, must be updated automatically in your file, on paper or in SAUCE academic management system.

11. Can rectifications be accepted from persons other than the person concerned?
No. Rectifications or modifications of personal data made by persons other than the person concerned should not be accepted, even if they are family members or persons known to the person concerned.

12. Do the persons involved in the processing of personal data have any obligation of confidentiality specifically stated in the Law?
Yes, they are obliged to keep them secret and to preserve them. The obligation of secrecy will subsist after the end of their relationship with the USPCEU.

Those individuals who, on the occasion of a temporary collaboration relationship, may have access to personal data processed in USPCEU files must sign confidentiality clauses, for example, external scholars, students on internships or external researchers, especially if the relationship has not been formalized in writing.

13. Can I create files or documents in Office with personal data for my own use?
Centralized applications such as SAUCE are designed to meet the needs of administrative and academic management. However, sometimes very specific lists are required for very specific uses, such as the assignment of international mobility or scholarship places or the monitoring and evaluation of a teaching group.

In these cases, Office tools can be used to create small files that, in any case, will have a temporary character, and must be eliminated when their use is no longer necessary. These files will be kept in specific folders that, in order to facilitate their identification and their creator will be responsible for their content until they are deleted, as well as for their periodic revision to eliminate those files that are no longer necessary.

14. Can teachers and non-teaching staff access the academic record of any student?
Professors have access to student records for academic or tutorial purposes, but this does not imply indiscriminate access to any academic record maintained by the University. Non-teaching staff may have access to student records as long as such access is justified by the duties assigned to the position they hold.

SECURITY MEASURES

15. Should any security measures be adopted while maintaining files with personal data?
Yes, since through such measures we intend to avoid their alteration, loss, treatment or unauthorized access.

Furthermore, each user is responsible for the protection of paper documents while they are being used, for their correct storage and destruction. Paper documents may not be reused, even as a draft, when these documents contain personal data.

Likewise, each user is responsible for the files kept on his or her PC regardless of the recommendations of the University in this regard, in which case he or she must make backup copies at least every two weeks. In no case will personal data be stored in computers whose access is not protected by a password.

16. Can personal data be recorded on computer media?
In the event that it is necessary to keep information containing personal data on CDs, DVDs, diskettes, USB devices and similar, they must be labeled and stored in a cabinet or drawer with access restricted to the people who must use them. If there are several sets, they should be inventoried.

It is recommended that personal data is not stored on portable devices or USB devices that are carried in bags or wallets or to the homes of users, as there is a risk of loss or improper access. If it is necessary to use them, it is advisable that their content remains

encrypted, the user being responsible for their protection while they are in his possession. It is also recommended, in order to reduce the risk of loss or forgetting, that it be attached to some object of frequent use, such as a key or a cell phone.

17. How should computers where personal data is stored be protected? In general, the servers that house personal data are in the SAUCE and, therefore, adequately protected.

In the case of PCs, a screen saver with a password should be activated to prevent access by unauthorized persons and to consider the blocking of the PC by the user when waking up, depending on the risk.

Passwords should be changed periodically and preferably because the systems or equipment themselves require it.

Users, including trainees, must have personalized codes and not generic or shared ones.

18. How should I store paper documents containing personal data?
They should be stored, if possible, under lock and key in drawers, file cabinets or closets and never on open shelves that can be accessed by other unauthorized persons. At the end of the working day they shall not be left on tables or in places accessible to others and the corresponding rooms shall be locked.

19. How should I move documents on paper or media containing personal data?
Depending on their volume, paper documents will be moved in envelopes, folders or closed boxes, so that their contents cannot be accessed with a simple glance. If the content refers to specially protected data, the transfer will preferably be done by hand by an authorized person and, in the case of media, they must be encrypted.

Internal or external mail envelopes must not be left unattended on tables in free corridors.

20. What should I do to destroy paper documents or media containing personal data?
Always use a paper or media shredder and never throw complete and legible documents into the trash.

EXERCISE OF RIGHTS BY INTERESTED PARTIES

21. What should I do if someone asks me about his/her personal data, wants to rectify it, cancel it or opposes its use?
You will be informed that your letter for the exercise of the rights of access, rectification, cancellation and opposition may be extended in free text or in the model that will be available on the Web of the University, taking into account that
a) The interested party, for identification purposes, must accompany the request with a copy of his/her DNI, passport or NIE. In the case of members of the university community, the copy of the university ID card will also be accepted as valid
b) When appropriate, the documents that support the request will be provided

The request for rectification must indicate the erroneous data and the correction to be made and must be accompanied by the documentation justifying the requested rectification, all in such a way that, in no case, errors of interpretation may be made.

The rights of access, rectification, cancellation and opposition will be exercised by writing to the General Secretariat of the University.

22. What should I do if I receive a written request in which an individual requests the exercise of his or her rights of access, rectification, cancellation, and opposition or refers to the Data Protection regulations in his or her application?
It should be sent immediately to the General Secretariat, along with the information deemed relevant to the request, so that the interested party can be answered within the maximum period, which is ten days, except for the right of access, which is one month.

DIFFERENT PRACTICAL CASES

23. What should I do if someone other than the interested party asks me to provide personal data?
Personal data should not be provided to people other than the person concerned, even if they are family members or acquaintances. For this reason, you should avoid providing data by phone, unless it is possible to confirm the identity of the caller by requesting information that only he or she should know.

If it is a question of collecting official certificates, the corresponding authorization must be provided.

Information on a student may only be provided when the student is a minor to his/her parents or guardians, provided that they can prove this circumstance or when, being of legal age, the student has not stated in writing to the Academic Secretary of the

corresponding center his/her wish to be informed of the payment of academic fees, under the terms stipulated in the registration form/enrolment form that he/she signs when registering for the first degree or master's program.

24. Can data on students and graduates be provided to internship companies that have signed agreements with the University?
In the case that the internship is contemplated in the study plan (external curricular internships), the student's consent is not essential, although it is recommended, without prejudice to the student's choice of the available offer. In other cases, the student's consent must be requested, which is understood to be unequivocally expressed through the application for internships addressed to the COIE or job offers, in the case of graduates.

25. Is it possible to provide teachers' personal telephone or e-mail details?
It is possible that, in order to facilitate communication with the center or centers in which they provide their services, professors provide personal contact information, their homes, private cell phones or email addresses outside the University. Such data should not be provided to students or other teachers unless the consent of the person concerned has been obtained.

26. Can directories of personnel be published on the web pages of the different Services, Faculties, Departments, Vice-Rectors' Offices or any Unit of the University that has a page?
No. Staff contact details published on web pages may only refer to professional contact details. The publication of other data will require the consent of the person concerned.

27. Can student grades be published?
The 21st additional provision of the Organic Law 4/2007, of April 12, which modifies the Organic Law 6/2001, of December 21, on Universities, excludes the need to obtain the previous consent of the students for the publication of their grades. However, the content and scope of such advertising must respect the principle of quality and proportionality, avoiding that the data published are excessive for the purpose intended.

Consequently, grades must be published through the channels established by the University through the SAUCE and through the Professor's Portal.

Publication on physical boards should be avoided and will only proceed when advertising is justified and authorized by the Dean or head of the corresponding center, limiting its exposure to the time during which complaints can be filed or requests for review of exams

in accordance with the Regulations on the conduct of exams adopted by the University. The boards must be protected or guarded, to prevent the minutes from being removed by unauthorized persons, and efforts will also be made to avoid their placement in places of passage, limiting their access as much as possible to professors and students.

In these cases, to make compatible the principles of proportionality and publicity, it will only be necessary to publish, together with the qualification of a single identifying data, the name and surname, except when there are duplicates, in which case it will be accompanied by the last three digits of the ID card.

Open publication on the Internet is strictly forbidden, as it would affect the principle of proportionality contained in the LOPD and would allow access to personal data by persons other than the students concerned, with the risk of possible misuse of such data. Therefore, in no case may the University's teaching or non-teaching staff publish grades or other personal data relating to students on the web, so that it is accessible in a general and indiscriminate way.

28. Can I publish photos on the Web?
Sometimes photographs of activities, conferences or events held at the University are published on the University's website.

Only those that refer to representation roles at the University can be published without the consent of the interested party. In other cases, the consent of the interested party will be required.

When the purpose of the publication is to offer an image of the facilities, the appearance of individuals will be avoided or, if applicable, they should not be able to identify a person unless they have given their consent for the publication.

29. Can personal data be sent by fax?
No. The communication of personal data via fax will be avoided. If necessary, it is important to verify that the recipient is authorized to access the information and the fax number corresponds to that person. A previous call will be made to verify the information will be received by the person to whom it is addressed and no other.

30. Can personal data be sent by e-mail?
Personal data must be sent by e-mail to authorize recipients, and it must be encrypted if it contains specially protected data.

31. Can I send an email to several recipients without hiding their addresses?
The e-mail address is a personal data, so it must be hidden except when it is necessary, depending on the content of the mail, that each one knows the identity of the rest and if the email address is professional, for example within the University, when the email address is published in the Directory and the mail is sent for academic or administrative purposes.

In other cases, it is advisable to use distribution lists or to systematically hide the recipients.

REMOVAL OF DATA

32. When should personal data be deleted?
When data are kept on paper, copies and duplicates of documents will be destroyed when they are no longer necessary for the use for which they were made, as long as the originals are kept. The originals will be sent to the University Archive within the time limits established in its regulations, and will be kept protected as long as they are sent. The Archive will apply the expurgated criteria approved in each case.

If the information is kept by computer, the access to it must be restricted to a limited number of people once the purpose for which the data were collected has been fulfilled, which will be done according to the access profiles determined in each case.

MORE INFORMATION

33. Who can I contact for any consultation and where can I find more recommendations on the subject?
You may address any queries to the General Secretariat, preferably in writing. It is recommended that all users of personal data enroll in the course on Data Protection that is available on the Virtual Campus of the University, within the Training Plan of the San Pablo CEU University Foundation.

In any case, it is advisable to consult and follow the recommendations and guidelines drawn up by the Spanish Data Protection Agency, www.agpd.es