



SOFIA UNIVERSITY “ST. KLIMENT OHRIDSKI”

Privacy notice for the Students and PhD Students at Sofia University “St. Kliment Ohridski”

Sofia University “St. Kliment Ohridski” (hereinafter referred to as “the Controller”, “the University” or “we”) performs its activities in accordance with the Higher Education Act and the secondary legislation, the Personal Data Protection Act and the EU Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data. This document aims to inform you about all aspects of the collection and processing of your personal data by the University and the rights you have in relation to that processing.

Contact details of the Data Controller:

Sofia University “St. Kliment Ohridski”, telephone: (+359 2) 9308 200, address 15 Tzar Osvoboditel Blvd., Sofia, 1504, Bulgaria

Contact details of the Data Protection Officer:

Assoc. Prof. Parvan Parvanov, PhD, e-mail: dpo@uni-sofia.bg, (+359 2) 9308 423, address 15 Tzar Osvoboditel Blvd., Room 12 Sofia, 1504, Bulgaria

You can find the full text of the Privacy notice of the Sofia University “St. Kliment Ohridski” on our website: <https://www.uni-sofia.bg/>

What personal data does the University collect for you as our students and PhD students, for what purposes and on what legal grounds?

The University collects and processes the following categories of personal data in order to carry out the activity of the University for education and tuition of the students enrolled for full-time or part-time training in order to acquire a Bachelor's or Master's degree, as well as the postgraduate students for the acquisition of doctoral degree:

1.1. Your name, personal identification number, e-mail address, address, telephone, citizenship, etc. - This information is provided by you when you apply for a student application campaign and after you are accepted, your personal data are collected for the purpose of enrolling as a student in your chosen major. These data are processed throughout the student's study period and are used to conduct and administer the tuition process, prepare protocols, keep up-to-date information on exams, credits, assessments, etc., applications for exchange programs, and issuing certificates, official notes, academic references and other documents upon the request of the student. This data is also collected when you enroll for a doctoral competition and are processed when you are a PhD student. The University has a legal obligation to process these personal data in order to perform its functions in accordance with the regulations.

1.2. Family status, health status, etc. - In some cases, the University collects and processes additional personal data for students for the purpose of participating and ranking for



SOFIA UNIVERSITY "ST. KLIMENT OHRIDSKI"

scholarships, application for social aid, ranking and accommodation in dormitories, issuing documents for submission to competent state authorities.

The University does not process any more data about you than is necessary for the full performance of its activity in tuition and education of students to obtain the relevant educational qualification degree or educational scientific degree.

How does the University store your personal data?

The University keeps the personal data of the enrolled students and the PhD students for the entire period of the student's study until the completion of the educational qualification degree or the graduation of the PhD students, after which the student or PhD students files are archived and are stored for an unlimited period of time for the purpose of preserving the legitimate interests of the University.

The University stores your personal data in a secure, controlled access environment by taking adequate measures to prevent unauthorized access to or loss of your information, breakthroughs in our information systems, data destruction, etc. In the event that there is a risk of breach of the protection of your personal data, we will take appropriate actions and inform you promptly.

What rights do you have with respect to your personal data that the University processes?

You may ask the University to give you access to the personal data processed for you, to request rectification or completion of your information, to receive the data processed for you in a machine-readable format, to object to the processing of your data, limit their processing, and withdraw your consent to processing, or request that all data be erased if the conditions and legal prerequisites are met.

You can exercise your rights by requesting by e-mail or on-site at the Students' Department of the relevant faculty where you are enrolled.

You have the right to report or complain about concerns about violation of your personal data protection rights to the competent regulatory body: Commission for Personal Data Protection, 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592, www.cpdp.bg.

Who can we provide your personal information to?

The University processes your personal data as a controller and, if necessary and solely for the purpose of carrying out its activities, may transfer your personal data to third parties - data processors.

It is possible, at the request of a state or judicial authority, and subject to a legal obligation, the University may disclose your personal data, including for national security purposes.

You can find the full text of the Privacy notice of the Sofia University "St. Kliment Ohridski" on the website: <https://www.uni-sofia.bg/>