



**ORDER
OF THE DIRECTOR
OF THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION
ON THE APPROVAL OF THE RULES FOR THE PROCESSING OF VIDEO DATA IN
THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION**

13 March 2019 No. V-28
Vilnius

1. I a p p r o v e the Rules for the Processing of Video Data in the Centre for Quality Assessment in Higher Education (hereinafter referred to as the 'Rules') (attached).
2. I a p p o i n t Vaidas Tamošiūnas, Maintenance Manager of the Legal and General Affairs Division, as a person responsible for the processing of video data.
3. I e s t a b l i s h that this order shall take effect as of 18 March 2019.

Director

Almantas Šerpatauskas

APPROVED BY
Order No. V-28 of 13 March 2019
of the Director of the Centre for
Quality Assessment in Higher Education

RULES FOR THE PROCESSING OF VIDEO DATA IN THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION

CHAPTER I GENERAL PROVISIONS

1. The purpose of the Rules for the Processing of Video Data in the Centre for Quality Assessment in Higher Education (hereinafter referred to as the 'Rules') is to regulate video surveillance carried out in the Centre for Quality Assessment in Higher Education (hereinafter referred to as the 'Centre') in compliance with the principles of and requirements for data processing set out in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the 'Regulation').

2. Personal data controller is the Centre, legal entity code: 111959192, head office address: A. Goštauto g. 12, Vilnius.

3. For the purposes of these Rules, the following definitions shall apply:

3.1. third person shall mean a natural person whose identity can be directly or indirectly determined according to the scope of video data recorded in a video record (person's face, height, clothing, vehicle registration number, etc.);

3.2. employees of the Centre shall mean the civil servants and contract staff of the Centre;

3.3. video recording devices shall mean the servers and/or digital equipment (hardware and software) owned by the Centre and used to record, store, view, copy and delete video data;

3.4. video record shall mean video data recorded by video surveillance means specified in these Rules and saved on the Centre's servers;

3.5. video surveillance shall mean the processing of video data related to a natural person (hereinafter referred to as the 'video data') using video surveillance means specified in these Rules;

3.6. video surveillance system shall mean servers and/or video recording devices, video cameras and data media in which video data are stored;

3.7. other terms used in these Rules are defined in the Regulation.

4. When processing video data, the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, shall be followed insofar as these Rules provide otherwise.

CHAPTER II PURPOSE AND SCOPE OF VIDEO SURVEILLANCE

5. The purpose of video surveillance is to ensure security of the Centre's property.

6. Video data shall be captured by a video camera overlooking the courtyard of the building located at A. Goštauto g. 12, Vilnius, covering the territory in which the official car of the Centre is always parked.

7. Video surveillance shall be uninterrupted.

8. A video camera shall be installed in such a way that video surveillance is not carried out in a territory larger than that specified in Point 6 of the Rules.

9. The scope of video surveillance shall be changed only upon amendment to the Rules and the Records of Processing Activities, approved by the order of the Director of the Centre.

10. It shall be prohibited to install and operate video cameras in such a way that their field of view covers residential premises and/or appurtenant private territory or entrance into the premises, except for the cases specified in laws, as well as the premises, in which the data subject reasonably expects absolute protection of privacy and in which such surveillance would disregard human dignity.

CHAPTER III RIGHTS, DUTIES AND FUNCTIONS OF THE CONTROLLER WHILE CARRYING OUT VIDEO SURVEILLANCE

11. The data controller shall have the following rights:

11.1. draft and adopt internal legislation that regulates video surveillance which is carried out;

11.2. decide on the provision of video data;

11.3. designate a person (persons) or a unit responsible for the protection of video data.

12. The data controller shall have the following duties:

12.1. ensure compliance with the requirements of personal data processing set out in the Regulation, the Republic of Lithuania Law on Legal Protection of Personal Data, the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, these Rules and other legal acts which regulate the processing of personal data;

12.2. exercise the data subject's rights in accordance with the procedure established in the Regulation, the Procedure for the Exercise of Data Subjects' Rights and Handling of Data Subjects' Enquiries in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, and these Rules;

12.3. ensure security of personal data and implement adequate organisational and technical personal data security measures;

12.4. ensure that data processing complies with the requirements of the Regulation and the rights of a data subject are safeguarded.

13. The data controller shall perform the following functions:

13.1. determine the purpose and scope of video surveillance;

13.2. organise works for the installation of a video surveillance system;

13.3. establish the procedure for granting, changing and withdrawing access rights and authorisations to process video data;

13.4. analyse technological and organisational problems of video data processing and make decisions that are necessary to ensure proper carrying out of video surveillance;

13.5. perform other functions required for the exercise of the data controller's rights and duties specified in Points 11–12 of these Rules.

CHAPTER IV PROVISION OF VIDEO DATA AND DATA RECIPIENTS

14. Video data shall not be provided, except for the cases specified in Point 15 of the Rules.

15. Video data processed in cases and in accordance with the procedure established in legal acts shall be provided to law-enforcement authorities and other persons to whom personal data must be provided according to legal acts, as well as according to data recipients' requests under at least one of the conditions for the lawful processing of personal data specified in Article 6 of the Regulation. The request shall indicate the purpose of the use of video data, the legal basis for provision and receipt, as well as the scope of requested video data.

16. A decision on the provision of video data shall be passed by the Director of the Centre.

CHAPTER V

ORGANISATIONAL AND TECHNICAL VIDEO DATA SECURITY MEASURES

17. In order to ensure security of video data, the following organisational and technical personal data security measures shall be implemented:

- 17.1. protection, management and control of access to video data shall be guaranteed;
- 17.2. access to video data shall only be provided to the person who requires video data for the performance of his or her functions;
- 17.3. only those actions can be performed with video data, for which the respective rights have been granted to the employee;
- 17.4. access to video data shall be protected with passwords;
- 17.5. video data shall be protected against unauthorised access to the internal network of the Centre by means of electronic communications;
- 17.6. security of premises in which video data are stored shall be ensured;
- 17.7. hardware protection against malware shall be ensured (antivirus software installation, update, etc.).

18. The right to process all video data shall be granted only to the Director of the Centre, his designated employee of the Centre who is responsible for the maintenance of video surveillance system and video data processing (hereinafter referred to as the 'employee who processes video data'), the Centre's data protection officer designated by the Director of the Centre and the head of the Centre's Legal and General Affairs Division.

19. The rights of access to video data shall be granted and revised in accordance with the procedure established by the Centre:

- 19.1. access rights and authorisations to process video data shall be granted, revoked and amended by the order of the Director of the Centre;
- 19.2. proposals regarding the granting, amendment or restriction of the rights of access to video data shall be provided by the Centre's data protection officer.

20. The rights of access to video data shall be revoked upon expiry of the authorisations of the employee who processes video data, termination of civil service or employment relations, change in the employee's functions which no longer require access to video data.

21. The employee who processes video data must:

21.1. observe the principles of personal data processing and follow security requirements established in the Regulation, the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, these Rules and other legal acts;

21.2. ensure that the area captured by video cameras does not cover residential premises and/or appurtenant private territory or entrance into the premises, as well as the premises, in which the data subject reasonably expects the protection of privacy and in which such surveillance would disregard human dignity;

21.3. keep to the organisational and technical personal data security measures established in these Rules and the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, in order to prevent accidental or unlawful destruction, loss, alteration, disclosure and any other unlawful processing of video data;

21.4. ensure that a video surveillance system is kept in good working order and that technical malfunction of this system is eliminated expeditiously, using all available technical resources;

21.5. not disclose, transfer and create conditions to access video data by any means to a person who is not authorised to process video data;

21.6. immediately notify the Director of the Centre and the Centre's data protection officer of any suspicious situation that may jeopardise the security of processed video data;

21.7. observe other requirements established in the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, these Rules and other legal acts regulating personal data protection.

22. Video data copying and backup copies of video data shall not be made.

23. Video data captured by video cameras shall be stored in a digital medium until it is full, but no longer than for 90 calendar days, and upon expiry of this period they shall be destroyed automatically by overwriting the oldest data with the new data. If the data of video records are used as evidence in the proceedings or in other cases established in laws, video data may be stored as long as they are necessary for these purposes of data processing and they shall be immediately destroyed when they become unnecessary.

CHAPTER VI

PROCEDURE FOR THE MANAGEMENT OF BREACHES OF VIDEO DATA SECURITY AND RESPONDING TO THESE BREACHES

24. The breaches of video data security shall be managed following the provisions of Chapter VI of the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education approved by the order of the Director of the Centre.

CHAPTER VII

PROCEDURE FOR THE EXERCISE OF THE DATA SUBJECTS' RIGHTS

25. The data subject shall have the following rights:

25.1. to receive information on data processing;

25.2. to access data;

25.3. to request erasure of data, if video data are no longer necessary in relation to the purposes for which they were collected, i.e. if the data storage period specified in Point 23 of the Rules has expired;

25.4. to request restriction of data processing, if video data are no longer necessary in relation to the purposes for which they were collected, i.e. if the data storage period specified in Point 23 of the Rules has expired;

25.5. to object to the processing of data.

26. The data subject's rights indicated in Point 25 of these Rules shall be exercised in accordance with the procedure established in the Procedure for the Exercise of Data Subjects' Rights and Handling of Data Subjects' Enquiries in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre, unless these Rules provide otherwise.

27. The right to receive information on data processing:

27.1. persons who are not the employees of the Centre and whose video data may be processed through video surveillance shall be informed about video surveillance:

27.1.1. through information signs and/or stickers displayed before entering the territory in which video surveillance is carried out. Information signs and/or stickers shall be made visible before entering the area of video surveillance;

27.1.2. information signs and/or stickers shall indicate at least the following information: video surveillance being carried out, the name and contact details of the Centre (address, e-mail address and/or telephone number), the purpose of video data processing, a reference to an information source for further information on video surveillance carried out.

28. The employees of the Centre shall be informed about video surveillance carried out by acquainting them with these Rules by means of DMS (document management system) before starting video surveillance or on the employee's first working day, or on the first working day after the employee's leave, sickness leave, etc., if video surveillance has been started during that period.

29. The right to access data:

29.1. on the basis of the data subject's request to access his or her video data, the data subject may be provided with requested video data by creating a possibility to view a video record in the premises of the Centre to the requested extent;

29.2. when exercising the data subject's right to access his or her video data, the right of third persons to private life shall be ensured. When the data subject views a video record, in which third persons whose identity may be determined or another information that may violate third persons' privacy are visible, these images shall be retouched or a possibility to identify third persons shall be eliminated by other means. If the measures specified herein, which secure third persons' right to private life, cannot be implemented, video data shall not be provided to the data subject.

CHAPTER VIII EMPLOYEES' LIABILITY

30. All employees of the Centre shall be acquainted with these Rules by means of DMS (document management system) and shall undertake to observe them.

31. Employees who are authorised to process video data or become aware of them in the course of their duties must comply with the requirements of personal data processing as well as confidentiality and security requirements established in the Regulation, these Rules and the Rules for the Processing of Personal Data in the Centre for Quality Assessment in Higher Education, approved by the order of the Director of the Centre.

32. Violation of the Rules shall be considered gross breach of work duties subject to liability of the employees of the Centre established in laws.

CHAPTER IX FINAL PROVISIONS

33. The Rules are published on the Centre's website at www.skvc.lt, under "Personal Data Protection".

34. Monitoring and control of compliance with the Rules shall be conducted by the Centre's data protection officer.

35. The Centre's data protection officer shall revise the Rules at least once in 2 years and, where necessary, update them.

36. A new employee must be acquainted with the Rules on his or her first working day. Persons performing the functions of human resources management shall be responsible for acquainting new employees with the Rules.