

**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. 111/1998 Coll., on higher education and on amendments and supplements to other acts (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

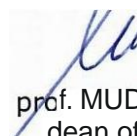
Consultations on the interpretation of legal and internal norms related to the protection of personal data at the Faculty are provided by the Faculty's legal department. The legal department also facilitates the contact of the guarantor with the data protection officer.

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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.

Effective on the date of issue and effective on Jf-2018.

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prof. MUDr. Martin Bares, Ph. D.  
dean of the Faculty of Medicine of  
MU



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

Processing area	Title of the	Process/Activity	Purpose/Delivery of	the processing	Guarantor	Name of the guarantor	UCO Provided	fyvysl	mimo	UR	riziko
Academic qualifications	Evidence and int.pfedpisilvedoucf	oddel. for QualificationMgr		and prfp.archiving so uvise jfcfch	Fulfillment of the	. Tomas Navrat il, DiS.	70642		law.	pfadavkil	
Academic Qualifications	Realizae department. for qualificationMgr	habilitacnfch ffezen[ a ffezenf keSplnen		f zak. background and int pfedpisoucf of the head of	the	prof.development	70642				not
Academic Qualifications	Organisation of QualificationMgr	Scientific		Councils	Fulfillment of the	law. requirements and int. pi'edpis of the head of the	70642				department. for
Safety of the workplace and the	pofadavkitechNIK OSHBe . Edita Uherkovanene	employee's OSH training	pozarnef protection	and compliance with the law. H&S			9280				technician
Occupational safety and health	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 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
Personalnf	Vedenf has recorded about the employee's	Splnenf zak. and int. pfedpists		head of the personnel department.	Stepanka Hornickova		242		No		No
Personalnf	Evidence of PhDs of foreigners, including travel. department.	Fulfillment of the law, requirement and int. pfedpiscf of the head of Stepanka Hornfck's declaration of concurrence of employees, etc.		the personalnf			242				not
Personalnf	Ensuring the payment of salaries, meetings, etc.	Splnenf zak. of the requirement and of also inisnf fcl Spleni zak. The requirements and		head of the personnel department.	Stepanka Hornfckova				No		No
Personalnf	Pracovnepravnichc. fckova242nene				pfediscriptions of the head of the personalnf department.				Stepanka Horn		
Personalnf	Vystavovanovnf letter of the head of the personnel department.			confirmation, stat ist hlasenfEmployee requirements	Stepanka Horn fckovanene, etc.		242				and law. the
Postgradualnf	studiesPersonal data of Ph.D. students processed. Ph.D. for QualificationsMgF				Fulfillment of the law. The department's	head of the	242				Department of



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