



Annex No. 5

Personal Data Processing in the BIOCEV Centre from the BIOCEV's IT Department Perspective

The following personal data is processed during the operation of information technologies and the use of hardware and software in the BIOCEV Centre provided by the BIOCEV's IT Department:

- Name, surname, academic degree(s)
- Organization name, group number, group head's name
- Internal telephone number, e-mail, room number
- User name
- Recording from surveillance cameras and recording from events organized at BIOCEV.
- IP address
- Signature

Within the access to BIOCEV's information technology services, we can distinguish services that can be accessed without authentication and authorization, and services cannot be accessed without authentication and authorization. To access services that required authentication and authorization, a BIOCEV USER ACCOUNT is set up for every user and the above personal data is being processed.

The following personal data is being processed as part of the access to IT services that do not require authentication and authorization:

- IP address (and other indicators enabling to search for the source and objective of communication) and other unique identifiers used by different IS services

The actual personal data processing begins when information is received that a new project partner employee affiliated to BIOCEV has joined and personal data including name, surname, academic degrees, organization name, group number, name of the group head, internal telephone number, e-mail address, room number, and user name in a non-anonymised form is stored in the internal IdM System for the entire period when BIOCEV information technologies are used. For safety reasons, this personal data is stored in an anonymised form with a unique hashtag also after the use of BIOCEV information technologies has ended (mainly in order to prevent the duplicity of user account identity)

Personal data of operational and localization nature, such as IP addresses and other unique identifiers used by different information technologies are stored for a period of 18 months.

In information technology services, personal data is stored for the following purposes

- The provision of services where authentication and authorization are needed
- Searching for contacts at BIOCEV's Extranet and Intranet
- The provision of the actual IT operation
- Service optimization
- Service monitoring
- Security

Personal data is not further disclosed. However, personal data may be traced in the Extranet and the Intranet.

Legal grounds for personal data processing are as follows:

Network and information security which includes, among other things, protection from unauthorised access to electronic communication networks and services, the prevention of malicious code distribution and stopping 'denial of service' attacks and damage to computer, and electronic communication systems.