**PL SM 8.1-2023**

**POLICY ON PERSONAL**

**DATA PROCESSING**

|  |  |
| --- | --- |
| Developed by | Legal and HR Department |
| Responsible for revision | Legal and HR Department |
| Approved in accordance with | Order No. 82 of 29.05.2023  |
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| Copy | Reference copy |
| Substitutes |  |

*This document defines the policy of the Republican Unitary Enterprise the Belarusian State Centre for Accreditation (hereinafter referred to as BSCA) regarding processing of personal data of every subject of personal data who enters into legal relations with BSCA (hereinafter, Subjects).*

This Policy has been developed in compliance with the requirements of Law of the Republic of Belarus dated May 7, 2021 No. 99-З *On Personal Data Protection* (hereinafter referred to as the Law, the Law on Personal Data Protection), taking into account the requirements of the Constitution of the Republic of Belarus, legislative and other regulatory legal acts in the field of personal data, assessment of conformity with technical requirements and accreditation of conformity assessment bodies, civil legislation, as well as international documents that have binding legal force, and determines the procedure for processing personal data by BSCA (hereinafter referred to as the Operator) and measures to ensure the protection and security of personal data taken by the Operator.

Provisions of the Policy serve as the basis for developing local legal acts that regulate issues of personal data processing in BSCA.

**1. TERMS AND DEFINITIONS**

This Policy uses terms in accordance with the Law on Personal Data Protection, Law of the Republic of Belarus dated November 10, 2008 No. 455-З *On Information, Informatization and Information Protection*, as well as the following terms with corresponding definitions:

automated personal data processing: electronic processing of personal data using ECM (electronic computing machine);

web resource: website, website page, web portal, forum, weblog, chatroom, application for mobile device and other resources connected to the Internet;

services: any services, products, programmes, events, BSCA services.

**2. GENERAL**

2.1. The Policy applies to all processes of personal data processing that BSCA receives about the Subject and the structural divisions (hereinafter referred to as authorized persons) that process them.

2.2. The goal of this Policy is to ensure proper protection of personal data from unauthorized access and disclosure, respect for the rights and freedoms of citizens when processing their personal data, including ensuring the protection of the rights to privacy, personal and family secrets.

2.3. By transferring personal data to the Operator, including through the Internet resources of BSCA, the Subject confirms his/her consent to the processing of the relevant information under the conditions set out in this Policy. The consent of the Subject of personal data to the processing of personal data is formalized in the following ways:

- in writing by signing the form in accordance with Appendix 4;

- via placing a corresponding mark on the Internet resource by the Subject of personal data.

2.4. The current version of the Policy is freely available on the global computer network Internet at: <https://bsca.by/ru/systmanag/pl>.

2.5. The Operator's employees are familiarized with the requirements of the legislation on the protection of personal data and this Policy through the Operator's electronic document management system or in person by making an entry in the familiarization log (Appendix 1).

**3. GOAL OF PERSONAL DATA PROCESSING**

3.1. The purposes of processing personal data by BSCA are:

implementation of economic activities, including powers, rights and legitimate interests of BSCA within the framework imposed by legislation and the BSCA Statute;

regulation of labour relations with BSCA employees;

preparation, conclusion, execution and termination of contracts with counterparties, including the pre-contractual stage;

ensuring access control in BSCA;

obtaining information on the results of accreditation through audio, photo and video recording;

sending correspondence (invoices, notifications, etc.) to personal data Subjects;

formation of reference materials for internal information support of the organization’s activities;

execution of judicial acts, acts of other bodies or officials that are due to execution in accordance with the legislation on enforcement proceedings;

conclusion of any types of contracts with the Subjects and their subsequent execution, including contracts for the provision of services and access to resources, the formation and maintenance of which is carried out by the organization, including additional resources formed by organizations which are partners of the Operator;

provision by the Operator of certain personal data of Subjects (full name, place of work) to third parties for the proper provision of services (performance of accreditation);

inclusion of the Subject's personal data in other information systems for the purpose of internal information support of the Operator;

analysis of the work of the Operator's resources, improvement of their functional and search capabilities, including through surveys and other research;

performance of other duties (powers) stipulated by legislative acts.

**4. FUNDAMENTAL PRINCIPLES OF PERSONAL DATA PROCESSING**

4.1. The processing of personal data is carried out on the basis of the following principles:

personal data is processed on a lawful and fair basis;

personal data is processed in proportion to the stated purposes of their processing and ensures a fair balance of interests of all interested parties at all stages of such processing;

personal data is processed with the consent of the Subject, except for cases stipulated by legislative acts;

personal data processing is limited to achieving specific, previously stated legitimate purposes. Personal data processing that is incompatible with the originally stated purposes of their processing is not permitted;

the content and volume of the personal data being processed correspond to the stated purposes of their processing. The personal data being processed are not excessive in relation to the stated purposes of their processing;

the processing of personal data is transparent. The Subject may be provided with relevant information regarding the processing of his personal data;

The Operator takes measures to ensure the reliability, accuracy and sufficiency of the personal data processed by him, and, where necessary, relevance in relation to the stated purposes of processing.

4.2. Personal data shall be stored in a form that allows the Subject to be identified for no longer than is required by the purposes of processing personal data, unless the storage period for personal data is established by law or an agreement to which the Subject is a party.

4.3. Personal data is subject to destruction or depersonalization upon achievement of the processing purposes, in the event of loss of the need to achieve these purposes, at the request of the personal data Subject, unless otherwise provided by law. The records of applications from personal data Subjects are kept in the relevant log (Appendix 6).

4.4. The destruction (depersonalization) of personal data is formalized by an act (Appendix 2), which is registered in the log (Appendix 3).

**5. LIST OF PERSONAL DATA PROCESSED BY BSCA**

* 1. Personal data on employees and former employees, as well as candidates for vacant positions in BSCA:

last name, first name, patronymic, gender, age, date of birth, citizenship;

biometric personal data (including photographs, images from CCTV cameras, voice recordings);

passport data (identification card data) or other document certifying the identity of an individual;

biographical information;

marital status, presence of children (dependents), family ties (indicating the last names, first names and patronymics of family members, date of birth, place of work and/or study);

education, specialty, qualifications, length of service, work experience;

advanced training, professional training, retraining, certification;

position held as an employee or work performed in the profession of a worker;

information on military registration;

social guarantees and benefits and grounds for them;

employee's health status, medical examination results;

residence (registration) address, telephone number, e-mail address;

other information required to be processed by law.

* 1. Personal data in relation to other categories of personal data Subjects:

last name, first name, patronymic, date of birth;

place of work, position held;

residence (registration) address, telephone number, e-mail address;

passport data (identification card data) or other document certifying the identity of an individual;

biometric personal data (including photographs, images from CCTV cameras, voice recordings);

information contained in powers of attorney;

bank details;

other personal data provided by counterparties (their representatives), necessary for the conclusion and performance of contracts.

5.3 The list of personal data processed in BSCA and listed in paragraphs 5.1 - 5.2 is not exhaustive.

5.4. The Operator may process the following technical information: IP address, information from the browser; data from cookie files; address of the requested page, history of requests and views on the Operator's Internet resources.

5.5. The Operator processes special personal data only with the consent of the Subject or without consent in cases stipulated by law.

**6. OPERATOR RESPONSIBILITIES**

6.1. BSCA, as a personal data operator, is obliged to:

take measures necessary and sufficient to ensure compliance with the requirements of legislation and local legal acts in the field of personal data;

take legal, organizational and technical measures to protect personal data from unauthorized or accidental access to them, destruction, modification, blocking, copying, provision, distribution of personal data, as well as from other illegal actions in relation to personal data;

explain to the Subject his rights related to the processing of personal data;

obtain the consent of the Subject to the processing of personal data, except for cases stipulated by the Law and other legislative acts;

provide the Subject with information about his personal data, as well as about the provision of his personal data to third parties, except for cases stipulated by the Law and other legislative acts;

make changes to personal data that are incomplete, outdated or inaccurate, except for cases when a different procedure for making changes to personal data is established by legislative acts or if the purposes of processing personal data do not imply subsequent changes to such data;

stop processing personal data, as well as delete or block them (ensure the termination of the processing of personal data, as well as their deletion or blocking by an authorized person) in the absence of grounds for processing personal data stipulated by the Law and other legislative acts;

notify the authorized body for the protection of the rights of Subjects of violations of personal data protection systems immediately, but no later than three business days after the Operator became aware of such violations, except for cases stipulated by the authorized body for the protection of the rights of Subjects;

modify, block or delete inaccurate or illegally obtained personal data of the Subject at the request of the authorized body for the protection of the rights of Subjects, unless another procedure for making changes to personal data, blocking or deleting them is established by legislative acts;

maintain records of Consents for the processing of personal data in accordance with Appendix 5;

fulfill other requirements of the authorized body for the protection of the rights of personal data Subjects to eliminate violations of the legislation on personal data;

fulfill other obligations stipulated by the Law and other legislative acts.

**7. RIGHTS OF THE PERSONAL DATA SUBJECT**

7.1. The personal data Subject has the right to:

receive information regarding the processing of his personal data;

receive information from the Operator about the provision of his personal data to third parties under the conditions specified by the Law;

make changes to his personal data if the personal data is incomplete, outdated or inaccurate;

revoke consent to the processing of personal data;

appeal to the authorized body for the protection of the rights of Subjects or in court against the illegal actions or inaction of the Operator when processing his personal data;

free termination of the processing of his personal data, including their deletion, in the absence of grounds for the processing of personal data stipulated by the Law and other legislative acts;

receive clarifications on issues of interest regarding the processing of his personal data by contacting the Operator by e-mail (bsca@bsca.by) (bsca@bsca.by) or at the address: 220033 Minsk, Velozavodskaya, 6, entrance 2, Republic of Belarus

exercise other rights provided for by the legislation of the Republic of Belarus.

**8. CONDITIONS OF PERSONAL DATA PROCESSING**

8.1. The processing of personal data in BSCA is carried out with the consent of the Subject of personal data, except for cases established by the legislation of the Republic of Belarus, when the processing of personal data is carried out without obtaining consent.

8.2. The consent of the Subject of personal data is a free, unambiguous, informed expression of his will, by which he permits the processing of his personal data.

8.3. The processing of personal data by BSCA includes collection, systematization, storage, use, modification, deletion and other actions in accordance with the legislation of the Republic of Belarus. In this case, the storage of personal data must be carried out in a form that allows identification of the Subject of personal data no longer than required by the stated purposes of processing personal data.

8.4. Processing of personal data in BSCA is carried out in the following ways:

automated processing of personal data;

non-automated processing of personal data (databases, lists, journals, etc.).

**9.FINAL PROVISIONS**

9.1. The Operator and other persons who received the approach to personal data are obliged not to disclose personal data to third parties and not to spread personal data without consent of the Subject excluding the following cases stipulated by the legislation:

- to maintain individual (personalized) records of information about insured persons for the purposes of state social insurance, including professional pension insurance;

- when formalizing labour (service) relations, as well as in the process of labour (service) activity of the Subject of personal data in cases stipulated by the legislation;

- in order to form official statistical information;

- in relation to previously disseminated personal data until the moment the Subject of personal data submits a request to stop processing the disseminated personal data, as well as to delete them in the absence of other grounds for processing personal data provided for by this Law and other legislative acts;

- in cases where the processing of personal data is necessary to fulfill the duties (powers) provided for by legislative acts;

- in cases where this Law and other legislative acts directly provide for the processing of personal data without the consent of the Subject of the personal data.

In terms of processing special personal data, the consent of the personal data Subject is not required in the following cases:

- if special personal data are made publicly available personal data by the personal data Subject itself;

- when formalizing labour (service) relations, as well as in the process of labour (service) activity of the Subject of personal data in cases stipulated by the legislation;

- in order to form official statistical information;

- to carry out administrative procedures;

- to protect the life, health or other vital interests of the personal data Subject or other persons, if it is impossible to obtain the consent of the personal data Subject;

- in cases where the processing of special personal data is necessary to fulfill the duties (powers) provided for by legislative acts;

- in cases where this Law and other legislative acts directly provide for the processing of special personal data without the consent of the Subject of the personal data.

9.2. The security of personal data processed by the Operator is ensured through the implementation of legal, organizational and technical measures necessary to fully comply with the requirements of legislation in the field of personal data protection. Personal data protection logs that require a personal signature are kept on paper. Other logs may be kept in the electronic form.

9.3. This Policy comes into force since the date of its approval.

9.4. The Operator has the right to change this Policy unilaterally without preliminary agreement and the following Notice of the Subject,

9.5. The issues that deal with personal data processing and are not stipulated in this Policy are regulated by legislation.

Annex 1

**FAMILIARIZATION LOG**

regarding the requirements of the legislation

about personal data protection and the

policy of the enterprise in this sphere

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name, surname, patronymic of the employee | Position | Notified, signature | Date of familiarization |
|  |  |  |  |  |
|  |  |  |  |  |

Annex 2

ACT ABOUT DESTRUCTION (DELETION, DEPERSONALIZATION)

OF PERSONAL DATA

No. \_\_\_\_\_\_\_

\_\_\_\_. \_\_\_\_\_\_\_\_\_\_. 20\_\_\_ \_\_\_\_\_\_\_\_\_

Name of the Subject of personal data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Types of personal data:

publicly available, special, biometric, genetic, other.

(please underline as appropriate)

Categories of personal data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Type of media of personal data (name of document, section of information resource (system) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of destruction (deletion) of personal data \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Composition of the Commission: | (signature) | (name, surname, patronymic) |
| (signature) | (name, surname, patronymic) |
|  |  |

Annex 3

**Log of acts**

of deletion of personal data

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name, surname, family name of the personal data Subject | Date of birth | Media of personal data  | Category of personal data | Number and date of the act of deletion |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Annex 4

**CONSENT**

for processing of personal data

|  |
| --- |
|  In accordance with the Law of the Republic of Belarus on Personal Data Protection I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(surname, name, patronymic (if any ))**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(date of birth, identification number (if no identification number, then number of document* *certifying the identity))* |
| give consent to the processing of my personal data via collection, systematization, storage, correction, analysis and use, blocking, deletion (further – processing of personal data). |
|

|  |  |  |  |
| --- | --- | --- | --- |
| **Goal of personal data processing** | **List of processed personal data** | **I agree (signature)** | **I disagree (signature)** |
|  |  |  |  |
|  |  |  |  |

**Period of validity of consent – \_\_ years.**You have the right to revoke your consent for personal data processing in part or in full in any time with no reason given.Revocation of consent for personal data processing is done in written form on paper media in person, with the provision of an identification document.In case of withdrawal of consent, your personal data will not be used for the purposes specified in this consent and will be deleted. |
| Date of granting consent to the processing of personal data:  | \_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Information about authorized persons \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(in case personal data processing is done by such people)* |

**Information about rights of the person who gave his/her consent**

 **for personal data processing, consequences of the consent and rejection**

You as personal data Subject has the right to:

1. **receive information regarding the processing of personal data.** You have the right to become aware what personal data of yours is being processed, the purpose and legal basis for their processing, the processing timeframes, and the source of the personal data. In such event you don’t have to justify your interest in the requested information;
2. **change your personal data.** We strive to ensure that the personal data we process is accurate and up-to-date. If you find that any information we hold about you is incorrect, incomplete or out of date, please let us know and we will correct it;
3. **get the information about transfer of personal data to third parties.** You have the right to refer to the information containing all the facts when Your personal data were submitted to third parties that occurred within a year preceding the date of the application (such information can be made available to you at no expence once a calendar year);
4. **stop and (or) deletion of personal data processing.** You have the right to demand for free stop of personal data processing including their deletion. If the Operator is not obliged to keep personal data or the Operator has no other legal basis for personal data, then personal data will be deleted.

In case there is no technical opportunity to delete personal data, they will be blocked and will not be used.

1. **revocation of consent of the Subject of personal data.** i.e. if we collect and process your personal data on the basis of your consent, you can revoke your consent in any time. We will no longer process the personal data that you initially agreed to process;
2. **appeal against actions (inactions) and decisions, related to personal data processing.** You have the right to appeal actions (inactions) and decisions that violate your rights when processing personal data to the National Personal Data Protection Centre of the Republic of Belarus.

**In order to realize given rights** You need to send the application in written form that shall contain:

* Your surname, name, patronymic (if any),
* address of place of residence (place of stay),
* date of birth,
* number of document certifying the identity;
* statement of the essence of the requirements,
* personal signature.

|  |  |  |
| --- | --- | --- |
| I have read the information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ signature | name, surname, family name (of the personal data Subject): |

Annex 5

**Consent record LOG**

for processing of personal data

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name, surname, family name of the personal data Subject | Date of birth | Categories of personal data | Term of consent | Number and date of consent | Date of personal data deletion |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Annex 6

**Application record LOG**

incoming from personal data Subjects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | Name, surname, family name of the personal data Subject | Date of birth | Requirements of the personal data Subject | Date of consideration | Results of consideration, final document |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Amendment registration sheet**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Index number of the amendment | No. of the order on approval/order on activation | Date of approval/activation | Paragraph changed | Signature of the person who introduced the change | Name of the person who introduced the change |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | No. 172 of 12.12.2023 | 12.12.2023/ 14.12.2023 |  |  | E.V.Dvorak |
| 2 | No. 156 of 27.12.2024 | 27.12.2024/ 03.01.2025 | Front page, foreword, section 1, clause 3.1, clause 5.3 |  | E.V.Dvorak |