APPROVED

by Rīga Stradiņš University

Rector’s Decree No. 5-1/363/2020

of 02.09.2020

**RĪGA STRADIŅŠ UNIVERSITY RULES AND REGULATIONS**

**FOR USE OF INFORMATION TECHNOLOGY TOOLS TO ENSURE THE STUDY PROCESS**

The purpose of the Rules and Regulations for the Use of Information Technology (hereinafter - the IT) Tools to Ensure the Study Process (hereinafter - the Rules and Regulations) is to ensure unified procedures for the use of IT tools, as well as for informing students in accordance with the Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and the free movement of such data (hereinafter - the Regulation (EU)).

# General provisions

* 1. These Rules and Regulations shall apply to students, teaching staff and other staff of Rīga Stradiņš University (hereinafter - RSU) who are involved in the implementation of the study process.
  2. The Rules and Regulations prescribe the procedure for obtaining information on the IT tools used at RSU, requirements for the use of such tools, as well as provision of information on the processing of personal data using IT tools.
  3. RSU takes care of the students’ privacy and the protection of personal data, respects the right to the lawfulness of the processing of personal data in accordance with the Regulation (EU), RSU Privacy Policy and other laws and regulations in the field of privacy and data processing.

1. **Use of IT tools to ensure the study process**
   1. Within the implementation of the study process, various IT tools may be used at RSU, including to ensure the continuity of the study process in remote or partially remote study process.
   2. The IT tools used by RSU, for the use of which RSU has a relevant contract, which includes the conditions for the protection of personal data of natural persons and follows RSU personal data protection policy. The purpose of their use, the processed personal data and the justification for processing, the information about the processor within the meaning of the Regulation (EU) (if applicable in the particular case), the term of processing and other information are available on RSU website [www.rsu.lv](http://www.rsu.lv) and on the student portal “MyRSU”.
   3. The student shall independently keep track of the information and current changes regarding the IT tools used and, in case of any questions or uncertainties, shall contact RSU staff referred to in paragraph 3.1 of the Rules and Regulation in accordance with their competence.
   4. Before using any IT tools in the study process, the lecturer shall inform the students about the procedure for using such tools, requirements and the possibility to refuse their use, as well as the alternative solutions.
   5. If, during the study process, the lecturer uses IT tools in addition to those specified in the list referred to in paragraph 2.2, and if the processing of personal data is carried out during the use of the tools, the student shall familiarise himself/herself with the personal data processing rules of the particular tool. If these provisions are not acceptable, the lecturer shall be informed, and the lecturer shall decide on another type of learning the particular study course or topic.
   6. If a student cannot or refuses to use any of the IT tools intended for the implementation of the study course, the student shall immediately inform the lecturer thereof and the lecturer shall decide on other types of implementation, methods or examinations used in the study course. The objective impossibility of other solutions, as regards the IT tools included in the list referred to in the paragraph 2.2, may serve as a basis for the termination of the study contract, taking into consideration that the processing of the student’s personal data for the purposes of the study process is prescribed in accordance with the concluded study contract.
   7. IT tools that envisage the use of a video camera and microphone may be used to ensure a high-quality study process and communication between the lecturer and students. In the course of studies (lectures, seminars, etc., except for taking examinations, defending final papers and other presentations), the use of a video camera and microphone is desirable for mutual communication but is not mandatory. A lecturer may ask students to switch on both a video camera and a microphone taking into consideration the specific character of the task and evaluating the need for it, including the student privacy. Students must respect such a request for the provision of a quality study process.
   8. When taking examinations (interim examinations and final examinations), doing presentations and performing tasks where audio and video transmission is important for the task, switching on the video camera and microphone is mandatory at the request of the lecturer.
   9. A recording can be made while using IT tools. The lecturer shall inform the students about making such a recording prior to starting the recording.
   10. Before starting the use of the video camera and the microphone, the student shall ensure adequate privacy, as far as possible: there are no other persons (children, parents, etc.) in the premises, the student shall not move around the premises, shall place the camera so that the private space is not visible, etc.
2. **Processing of personal data**
   1. The controller for the processing of personal data is Rīga Stradiņš University (hereinafter - RSU), the unified registration No. 90000013771, registered office at 16 Dzirciema iela, Riga, LV-1007.
      1. RSU contact details in matters related to personal data processing at: [rsu@rsu.lv](mailto:rsu@rsu.lv), telephone: [+37167409105](Telephone:%20+371%2067409105.) or [personu.dati@rsu.lv](mailto:personu.dati@rsu.lv), telephone: +37167409248 (RSU Data Security and Management Department). You may ask questions about the processing of personal data by using this contact information or by contacting the registered office. A request for exercising of one’s rights may be submitted in accordance with RSU Privacy Policy.
      2. RSU contact details in matters related to the study process at: [rsu@rsu.lv](mailto:rsu@rsu.lv), telephone: [+371 67409105](mailto:+371%2067409105.) or [md@rsu.lv](mailto:md@rsu.lv);
      3. RSU contact details in matters related to the technical provision with IT tools and training on the use of IT tools at: [it@rsu.lv](mailto:it@rsu.lv), telephone: +37167061515 (IT Service Centre)
   2. General information on the processing of personal data using IT tools:
      1. The purpose of the processing of personal data is to ensure a modern, high-quality study process, to ensure the continuity of remote or partially remote study process, as well as to carry out reliable assessment of knowledge;
      2. The legal basis for processing is Article 6 (1)(b), (c) and (f) and Article 49 (1) (b) of the Regulation (EU): execution of the study contract concluded between the parties, requirements of laws and regulations regarding the introduction of a remote or partially remote study process and a legitimate interest of RSU in modernising of the study process and improving its quality;
      3. Students shall have the right to request access to their personal data, rectification or erasure of their personal data, restriction of processing and the right to object to such data processing, as well as the right to data portability and the right to lodge a complaint with the supervisory authority. For more information on the processing of personal data by RSU and on the rights of the data subject, see RSU Privacy Policy (LV - [www.rsu.lv/privatuma-politika](http://www.rsu.lv/privatuma-politika), ENG [www.rsu.lv/privacy-policy)](http://www.rsu.lv/privacy-policy). The rights referred to in this paragraph shall be applicable to the IT tools referred to in paragraph 2.2 of the Rules and Regulations. For the use of other IT solutions, the student shall contact the developer of the specific tool.
   3. Profiling may take place during the use of IT tools: any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to a natural person, in particular to analyse or predict aspects concerning that natural person’s performance in the study process. Profiling of the student’s personal data shall take place in order to evaluate the suspicious behaviour of students during examinations and for a reliable assessment of knowledge within a remote study process. Profiling is an instrument that helps to carry out an accurate and reliable assessment of the student’s knowledge. The final assessment of the examination shall be prescribed by the lecturer, evaluating the material obtained as a result of profiling and the results of the student’s test work.

# Final Provisions

* 1. The current version of the Rules and Regulations shall be constantly published on RSU website [www.rsu.lv](http://www.rsu.lv) and on the student portal “MyRSU”.
  2. RSU shall have the right to make additions or amendments to the Rules and Regulations, making them available on the website or in RSU premises in paper format.
  3. The Rules and Regulations shall apply as far as they do not conflict with study contracts concluded between RSU and students, as well as with the requirements of rules and regulations, including with regard to the protection of personal data.

Head of the Data Security and Management

Department L.Bērziņa

L.Bērziņa

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01.09.2020.

THIS DOCUMENT IS ELECTRONICALLY SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME-STAMP