

Pursuant to Article 27 of the Statute of EMUNI University, the General Data Protection Regulation (EU) 2016/679, and applicable national legislation, the President of EMUNI University hereby adopts the following

**RULES ON THE PROCESSING AND PROTECTION OF PERSONAL DATA
AT EMUNI UNIVERSITY**

Article 1

These Rules regulate the processing and protection of personal data at EMUNI University, including organisational, technical, and security measures ensuring lawful and secure data processing.

Article 2

These Rules apply to all employees, collaborators, members of EMUNI bodies, and any person processing personal data on behalf of EMUNI.

Article 3

Terms used in these Rules shall have the meaning defined in the GDPR.

Article 4

Personal data shall be processed in accordance with the principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity, confidentiality, and accountability.

Article 5

Personal data may be processed only where a valid legal basis exists, including law, contract, consent, legitimate interest, or public interest in the field of higher education and research.



Article 6

EMUNI ensures the rights of data subjects, including access, rectification, erasure, restriction, data portability, and objection.

Article 7

EMUNI University ensures compliance with personal data protection rules and acts as the data controller.

The President is responsible for:

- ensuring the implementation of these Rules,
- adopting appropriate organisational and technical measures,
- determining responsibilities and authorisations for personal data processing,
- ensuring compliance with applicable legislation.

Heads of organisational units are responsible for:

- ensuring lawful processing of personal data within their respective areas,
- implementing these Rules and internal procedures,
- ensuring that staff are informed and act in compliance with data protection requirements.

All persons processing personal data are responsible for:

- processing personal data only within their authorised scope,
- maintaining confidentiality and data security,
- immediately reporting any breaches or irregularities.

Article 8

EMUNI shall implement appropriate technical and organisational measures to ensure data security, including access control, system protection, and confidentiality safeguards.

Article 9

Access to personal data is limited to authorised persons based on the “need-to-know” principle.



Article 10

Processing by external service providers is permitted only on the basis of a written contract ensuring data protection compliance.

Article 11

Personal data may be transferred only to authorised recipients and in accordance with applicable legal safeguards, including for international transfers.

Article 12

Personal data shall be retained only as long as necessary and shall thereafter be securely deleted or anonymised.

Article 13

Any personal data breach must be reported without delay and handled in accordance with legal requirements, including notification to competent authorities where necessary.

Article 14

All persons processing personal data must maintain confidentiality during and after their engagement with EMUNI.

Article 16

This Decision shall enter into force on the day of its adoption and shall apply from the date specified below.

Number: 2-2-7-2026-K9

Place and date: KOPER, 23.3.2026
Koper, [date]

Date of entry into force: 23.3.2026
[date]

