

PRIVACY POLICY OF THE CAREER MENTORSHIP

PRIVACY POLICY

We have created the Career Mentorship Programme at Kaunas University of Technology (hereinafter – University), office address K. Donelaičio st. 73, LT-44249 Kaunas, legal entity code 111950581, tel. +370 (37) 300 000, 300 421, fax +370 (37) 324 144, email ktu@ktu.lt. The aim of this programme is to encourage the development of students in a wider context, transfer the knowledge or facilitate their integration in the new academic, social and cultural environment. A career mentor is a person who has professional experience and can consult on the issues of career planning, personal development and introduce the speciality in the labour market. It can be a member of the University’s community or the representative of business or civil society outside the University. The career mentor helps the student to notice the factors important for their career and studies, encourages the setting of personal career goals and their implementation, teaches and advises on the issues of communication and cooperation skills, suggests the aspects to pay attention to while studying, encourages the pursuit of good results, helps to make a personal development plan and advises how to implement it, helps to develop the leadership competencies, introduces the speciality. For the purposes of this programme, we have to process the personal data of mentors and students.

We are concerned about the protection of data and we want to ensure the transparency of information, your rights to privacy and the enforcement of your rights. Therefore, we request to read this Privacy Policy (hereinafter – Policy), learn which data we process, the purpose of their collection, the parties they are transferred to, their retention period, the legal framework for their collection and use. If you want to get more information on the protection of personal data, apply by email privacy@ktu.lt.

WHICH PERSONAL DATA DO WE PROCESS?

We process your personal data with your consent and receive them from two sources:

- a) We receive the personal data of the students who participate in the competition for a career mentor in the University’s Academic Information System from the University’s Academic Information System. The following personal data of students are processed in this programme for the communication purposes: name, surname, email address, telephone number, address, study cycle, year of studies, faculty, study programme, grade point average, performance level. These data are processed while the student participates in the programme.
- b) We receive the personal data of mentors from the data subjects. The candidates to mentors submit the following personal data by email: name, surname, telephone number, email address, city of residence, current workplace and job position, former workplace and job position, personal photograph.

The personal data of mentors are processed for the processes, on the basis and in the terms indicated below:

<i>Purpose of data collection</i>	<i>Collected data</i>	<i>Retention period</i>	<i>Legal framework for data collection</i>
<i>Identification of a career mentor</i>	Name, surname	Until the termination of the participation in the Career Mentorship Programme	Data subject’s consent (GDPR 6 (1) a)

<i>Identification of a career mentor's competencies</i>	Data of the current workplace/ Data of the former workplace(s)	Until the termination of the participation in the Career Mentorship Programme	Data subject's consent (GDPR 6 (1) a)
<i>Contact a career mentor</i>	Email address, telephone number	Until the termination of the participation in the Career Mentorship Programme	Data subject's consent (GDPR 6 (1) a)

HOW DO WE USE YOUR PERSONAL DATA?

- The information about the mentor's professional competencies can be provided to the students of Kaunas University of Technology who express a wish to participate in the Mentorship Programme via the University's Academic Information System during the selection when the students choose a mentor from the list provided in the competition. The mentor's data can only be provided to the student selected by the mentor at the beginning of mentorship;
- After the selection, the data of the successful student participating in the Mentorship Programme and selected as the mentor's student are provided to the appointed mentor;
- The personal data of all the programme's participants are processed by the coordinator or the head of the Mentorship Programme and the head of the Career and Development Centre at Kaunas University of Technology.

We do not transfer your data to the third parties except for the cases stipulated by the legislation.

WHAT ARE YOUR OBLIGATIONS AS THE PARTICIPANT OF THE PROGRAMME?

The mentors and students, who register for the participation in the Career Mentorship Programme, have to use the personal data received during their participation in this programme only in accordance with this Privacy Policy.

WHAT ARE YOUR RIGHTS AS THE DATA SUBJECT?

During your registration for the participation in the programme, you will be requested to confirm that you have read this Privacy Policy and are informed about your following rights:

- Get acquainted with your personal data;
- Demand to correct the incorrect and/or inaccurate personal data;
- Demand to delete your personal data or restrict their processing.

If you think that your rights, as the data subjects, have been or can be violated, please contact us immediately by email privacy@ktu.lt.

If you have objections or complaints regarding the processing of your personal data, you have the right to file a complaint to the State Data Protection Inspectorate, L. Sapiegos st. 17, 10312 Vilnius, tel. (8 5) 271 2804, 279 1445, fax (8 5) 261 9494, email ada@ada.lt.

HOW CAN YOU EXECUTE YOUR RIGHTS AND GET MORE INFORMATION?

If you have questions regarding the execution of your rights or need additional information, apply by email privacy@ktu.lt.

OTHER PROVISIONS

- The University processes personal data in accordance with the provisions of the General Data Protection Regulation of the European Union (hereinafter – GDPR), the Law on Legal Protection of Personal Data of the Republic of Lithuania and other legislation regulating the protection of personal data.
- The University has a right to amend and/or supplement this Privacy Policy at any time.