

DATA PROTECTION POLICY

the processing of personal data of MGIMO employee

I, _____,
passport serial number _____, issued by _____

, residing at _____

acting in accordance with the Labour Code of the Russian Federation, Federal Law dd. 27.07.2006 N 152-FZ "On personal data", by my own free will, volition, and pursuing my own benefit, give my assent to the Federal State Independent Educational Institution for Higher Education "Moscow State Institute of Foreign Relations (MGIMO University) under the Ministry of Foreign Affairs of the Russian Federation", located at 119454 Moscow, 76 Prospect Vernadskogo (hereinafter, University) to process my personal data as provided directly by me, by third persons, as a response to requests placed in state or municipal agencies, derived from public information sources or archives, with the purpose of collection (including the procurement of personal data from third persons for causes permitted by federal law), recording, classification, accumulation, keeping, updating (modifying and amending), utilization, anonymization, publication (for placement on the official Internet site of the University), sharing, transfer of personal data, including:

- surname, first name, patronymic name;
- year, month, day, placeofbirth;
- citizenship;
- registered residency address;
- actual residency address;
- passportparticulars;
- information on family composition;
- educationbackground;
- description of the presently held position;
- informationonprevious employments;
- detailsofincome;
- details of criminal record or statement of absence thereof;
- taxpayeridentificationnumber;
- compulsory pension insurance certificate number;
- militaryservicedetails;
- compulsorymedicalinsurancecertificatedetails;
- dataoncompulsoryscreeningandregularmedicalexaminations;
- informationonforeignvisits;
- dataonhonours, decorationsandrewards;
- bankcardorcurrentaccountdetails;

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information on social security benefits provided in accordance with the laws of the Russian Federation and
with the statutory regulations and in-house policies of the University;

- photograph;
- electronic address and telephone number;
- other information about myself

as shall be requisite and necessary to comply with the laws and other statutory regulations where applied to enforce the rights and duties of the employee and the employer, specifically, in the generation of reporting to be submitted to regulatory authorities to account for the remuneration for service in the University; tuition fees; promotion of involvement in academic, educational, or public activities, grants, competitions, and procurements in accordance with Federal Law dd. 18.07.2011 N 223-FZ "On the procurement of goods, works and services by certain types of legal person", Federal Law dd. 05.04.2013 N 44-FZ "On the contractual procurement of goods, works and services for federal and municipal use"; provision of personal safety and security of property; provision of medical and preventive care; organization of sports, recreational and entertainment activities; creation of freely accessible personal data sources (resource guides, statutorily required information for placement on official web-site); obtaining of personal data from any third persons in accordance with the currently existing laws of the Russian Federation.

In the event of any changes in my personal data, I shall inform the University accordingly in writing and provide any documentary proof required.

I expressly assent to international transfer of my personal data.

Any processing of personal data shall be by automation facilities, including information and communication networks, or by hard office methods.

My assent shall be effective for the whole period of employment and the period for which the personal file is deposited in the archives.

I may withdraw my assent at any moment by my written request submitted to the Personnel Office MGIMO, Ministry of Foreign Affairs of the Russian Federation. In the event of such withdrawal, University may process my personal data where and as provided for in the Federal Law "On personal data".

After my dismissal from employment (termination of employment), my personal data shall be retained in MGIMO, Ministry of Foreign Affairs of the Russian Federation, within the period statutorily allowed for retention of documents in the Russian Federation.

My personal data processing shall begin _____
(dd.mm.yy)

Signed, _____
(signature)

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