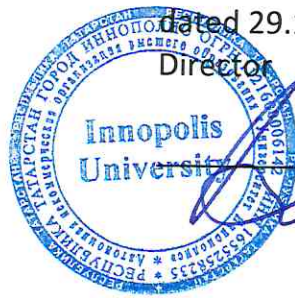


APPROVED:

by order of ANO HE «Innopolis University»

dated 29.12.2022 № ОД/АД-01/2022/12/29

Director



K. Semenikhin

## **REGULATIONS**

**on working with the Database  
of applicants for vacant positions  
in Innopolis University**

## 1. General provisions

1.1. Regulations on working with the Database of applicants for vacant positions in Innopolis University (hereinafter referred to as the Regulation) has been developed in accordance with the current legislation, the Labor Code of the Russian Federation, Federal Law No. 152–FL dated July 27, 2006 "On Personal Data", the Charter of the autonomous non-commercial organization of higher education "Innopolis University" (hereinafter referred to as the University), local regulations of the University and establishes the procedure for the formation of a Database of applicants for vacant positions in Innopolis University (hereinafter referred to as the Database of applicants / Database).

1.2. This Regulation does not apply to cases of replacement of positions of teaching staff belonging to the teaching staff.

1.3. This Regulation is aimed at regulating the procedures carried out by the University for the formation and use of a Database of applicants and establishes:

- goals and objectives of creating a database of applicants;
- principles of formation and development of the Database of applicants;
- the procedure for the formation and operation of the Database of applicants;
- the procedure for excluding applicants from the Database;
- consolidation of responsibility for working with the Database of applicants between responsible persons.

1.4. The following definitions and abbreviations are used in this Regulation:

**An applicant** is a person to fill vacant positions within the framework of legal relations regulated by the Labor Code of the Russian Federation, who has provided consent to the processing of his personal data for the period when the University makes a decision on admission or refusal to accept a job.

**Database of applicants/The database** is a database of applicants for vacant positions at the University. For the purposes of this Regulation, the Database is understood as a set of software, hardware, switching equipment, material carriers of personal data, shared resources developed to implement the purposes of this Regulation. The processing of personal data in the Database can be carried out either by an automated method or without the use of automation tools.

**The University** is an autonomous non–commercial organization of higher education Innopolis University;

**Personal data (PD)** – any information related directly or indirectly to a specific or identifiable individual (subject of personal data).

## 2. Goals and objectives of the Database formation

2.1. The University creates a Database of applicants and works with it in order to:

2.1.1. Ensure personnel continuity, development of horizontal and vertical interaction between employees and structural units of the University.

2.1.2. Contribute to the development of the University and increase its competitiveness among the leading Russian and world scientific and educational centers, including in terms of human resources.

2.1.3. Prompt replacement of vacant positions by qualified and motivated personnel.

2.1.4. Create conditions for stimulating the University staff to growth and development.

2.1.5. Form a personnel reserve from responses and resumes of applicants.

2.2. The main tasks being implemented:

2.2.1. Formation and updating of the Database of applicants from highly qualified personnel, including applicants for vacant positions, University employees and other persons who meet the tasks assigned to the University.

2.2.2. Motivation of University employees to improve their competencies and career results.

2.2.3. Reducing the costs of finding employees and their adaptation in the University environment.

2.2.4. Unification and improvement of the candidate search process, interviewing and other personnel selection procedures.

## 3. Principles of formation and development of the Database of applicants

3.1. The formation and development of the Database of applicants is carried out in accordance with the following principles:

3.1.1. **Expediency.** The principle of expediency lies in the fact that the Database is formed exclusively for the implementation of the set goals to the extent necessary to achieve it.

3.1.2. **Voluntary.** The principle of voluntariness is that the Database is formed exclusively from applicants who have agreed to be included in the Database on the conditions specified in this Regulation.

3.1.3. **Openness and publicity of the formation.** The principle of openness and publicity of the formation is that the conditions for the formation of the Database of

applicants are available to everyone, included and newly included in the Database of the applicant.

3.1.4. **Relevance.** The principle of relevance is that the processing of applicants' data stops at the moment when there are grounds to consider the provided data outdated and irrelevant (no more than 5 years from the date of submission).

#### 4. The procedure for the formation and operation of the Database of applicants

4.1. The database of applicants is formed from the data of the following categories of persons:

- from applicants for existing vacancies who are not employees of the University;
- from University employees who are interested in other vacancies of the University;
- from the dismissed employees of the University.

4.2. The entry of resumes and applicants' data into the Database takes place only with their personal consent (the consent form is given in Appendix No. 1 to this Regulation).

4.3. To achieve the goals of creating a Database of applicants , the following University employees may have access to it:

4.3.1. HR department specialists with the following goals:

- searching for candidates for newly opened vacancies at the University;
- destruction of the data of applicants who have withdrawn their consent to enter data into the Database, as well as those applicants whose data are considered irrelevant.

4.3.2. Specialists of personnel recruitment and support departments with goals:

- searching for candidates for newly opened vacancies at the University;
- adding data of applicants who have agreed to be entered into the Database;
- updating the data of existing applicants.

4.3.3. Heads of structural divisions who carry out the selection of candidates for the purpose of reviewing the resumes of applicants in connection with the need to select employees in the structural division, which they manage.

4.3.4. Responsible for ensuring the security of PD of the University in order to monitor the implementation of legislation regulating the processing of PD and ensure the timely destruction of PD.

4.3.5. Director of Development and Personnel Policy for the purpose of planning and providing human resources and personnel development at the University and, if necessary, selecting candidates for vacant University positions.

## **5. The procedure for excluding applicants from the Database**

5.1. The applicant's resume is excluded from the Database of applicants in the following cases:

- achievement of processing goals;
- expiration of the processing period;
- withdrawal of the applicant's consent to the placement of his resume in the Database of applicants.
- making a decision on the irrelevance of the posted information (obsolescence, lack of need for specialists of the specified profile in the planned future, etc.).

5.2. In case of exclusion from the Database of applicants, the person responsible for ensuring the safety of PD is destroying the applicant's data in accordance with the requirements of the legislation of the Russian Federation on the procedure for processing (destruction) of PD, as well as local regulations of the University.

5.3. The applicant, when withdrawing consent to placement in the Database of applicants, has the right to request a document confirming the fact of such deletion. The person responsible for ensuring the security of personal data at the University is obliged to provide the requested document within 10 working days (with a possible increase to 15 working days in case of a good reason) from the date of receipt of such a request.

## **6. Final Provisions**

6.1. Submission of access to the Database of applicants to University employees is carried out by the IT Department on the basis of a memo (in the form specified in Appendix No. 2 to this Regulation), agreed with the Director of Development and Personnel Policy in handwritten form or through the functionality of the Bitrix corporate portal ([https://portal.university.innopolis.ru /](https://portal.university.innopolis.ru/)).

6.2. The responsibility for timely provision of coordinated access to the Database lies with the IT Department.

6.3. Responsibility for improper organization and failure to monitor compliance with the requirements of this Regulation, as well as for taking measures to ensure the security of personal data of applicants processed in the Database of applicants, is borne by the person responsible for ensuring the security of PD.

Appendix №1  
to the Regulations on working with the  
Database of applicants for vacant positions  
in Innopolis University

**THE \_\_\_\_\_ BEGINNING \_\_\_\_\_ OF \_\_\_\_\_ THE  
FORM \_\_\_\_\_**

**Consent  
to the processing of personal data**

" \_\_\_\_\_ " \_\_\_\_\_

I,

\_\_\_\_\_  
(FULL NAME)  
\_\_\_\_\_ series \_\_\_\_\_ № \_\_\_\_\_ issued  
(type of identity document)

resident(s) at: \_\_\_\_\_  
(when and by whom)

\_\_\_\_\_ in compliance with the requirements of Federal Law No. 152-FL dated 27.07.2006 "On Personal Data", agree to provide my personal data, and, consciously, freely, with my will and in my interest, I give my consent to Innopolis University (legal address 420500, Republic of Tatarstan, Innopolis, Universitetskaya str., d. 1) (hereinafter referred to as the University) to process my PD.

**Purposes of PD processing:**

- conducting an interview for subsequent employment
- formation of a database of applicants for vacant positions;
- formation of proposals for career and professional growth.

**Consent is given to the processing of the following PD:**

This consent applies to the automated processing and processing without the use of automation tools of the following PD:

- last name, first name, patronymic (if possible);
- date, month, year of birth;
- place of birth;
- registration/residence address;
- information about education (including details of the education document);
- passport data, citizenship information;
- marital status, information about the presence/absence of children and dependents;

- ITN;
- information about additional education, advanced training courses and other optional educational courses.
- information about previous places of work;
- photo image;
- contact phone numbers (mobile and home);
- email address.

**Permitted actions in relation to PD:**

This consent is granted to perform any actions with respect to my PD that are necessary to achieve the above goals, including (without limitation) collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, depersonalization, blocking, deletion, destruction of personal data, transfer to third parties (if there is consent or a legitimate reason).

**Processing time:**

This Consent is valid for 5 years from the moment of granting or until the moment of withdrawal of my consent.

I am aware that:

- this Consent to the processing of my PD can be revoked by sending an application to the University. The University has the right to continue processing PD without my consent if there are grounds specified in paragraphs 2-11 of Part 1 of Article 6, Part 2 of Article 10 and Part 2 of Article 11 of Federal Law No. 152–FL "On Personal Data" dated 27.07.2006.

- I have the right to access my PD, to demand clarification (updating, modification) of my PD, as well as the deletion and destruction of it in case of processing by the University in ways that violate my legitimate rights and interests, the legislation of the Russian Federation;

- I have the right to request my PD to be deleted, blocked or to ask a question regarding my PD to the University.

By this Consent, I confirm that I am the subject of the PD provided, and also confirm the accuracy of the data provided.

\_\_\_\_\_  
(date, full name, signature of the person who gave consent)

I have read and I agree with the terms of the Regulations on working with the Database of applicants for vacant positions in the Innopolis University.

\_\_\_\_\_  
(date, full name, signature of the person who gave consent)

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**END OF FORM**

Appendix №2  
to the Regulations on working with the  
Database  
of applicants for vacant positions in  
Innopolis University

**THE BEGINNING OF THE  
FORM**

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**SERVICE NOTE №.** " " \_\_\_\_\_ 202\_\_

**to:** the Director of the Innopolis University K.V. Semenikhin.

**from:** \_\_\_\_\_  
Position of the head, full name of the head

**topic:** About providing access to the Database of applicants for vacant positions in  
Innopolis University

I kindly ask you to provide access to the *Position, Surname and Full name of the  
admitted employee to the Database of applicants for vacant positions in Innopolis  
University for the period \_\_\_\_\_ in order to specify the purpose of granting  
access*

Position of the head of the initiator's department \_\_\_\_\_ / Full name/

Approved by:  
Director of Development and Personnel Policy \_\_\_\_\_ / R.F. Valiev /

The service note has been accepted for processing:  
Employee position  
IT Department \_\_\_\_\_ / Full name /

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**END OF FORM**