Appendix No. 1 to the Regulations for the use of the infrastructure of the Centre for Bioinformatics and Data Analysis (CBiAD) introduced by the Order No. 43/2023 of the Rector of the MUB dated 10.05.2023

**Procedure for granting authorization to process personal data**
**in the infrastructure of the Centre for Bioinformatics and Data Analysis (CBiAD)**
**at the Medical University of Bialystok**

# § 1

Definitions:

1. Administrator - person responsible for the correct operation of the infrastructure.
2. Data Owner - project manager or a person appointed by the Head of the Centre, deciding about access to data in the infrastructure.
3. Applicant – any person requesting access to data in the infrastructure of the Centre for Bioinformatics and Data Analysis (CBiAD) at the Medical University of Bialystok.

# § 2

Process of granting access.

1. The condition for obtaining an access authorizing the use of personal data
in the infrastructure of the Centre for Bioinformatics and Data Analysis (CBiAD) is sending an e-mail to: hpc@umb.edu.pl with information which data the Applicant wants to access and who is the Data Owner.
2. The Administrator sends a query to the "Data Owner" in order to consent to the "Applicant's" access to the data. The query is sent in the form of an application complying with the template constituting Appendix 4 to this Procedure.
3. After acquiring the consent of the "Data Owner", the Administrator prepares the Authorization for the processing of personal data, according to the template constituting Appendix No. 1 to this Procedure.
4. The Administrator gives the authorization the case number CBAD.0154.no.year and submits it for signature/acceptance to the Rector or a person authorized by the Rector in electronic form in the EZD (Electronic Document Management) system.
5. The Rector or a person authorized by the Rector signs/accepts the authorization and returns it to the Administrator.
6. The administrator stores authorizations and archives them in the EZD system and keeps a register of authorizations containing: authorization number, date of granting/ revoking, scope of authorization.
7. Before proceeding with data processing, the Applicant reads the provisions on data protection at the Medical University of Bialystok. Training materials are available at www.umb.edu.pl/iod.
8. After receiving the authorization to process personal data, the Applicant signs a declaration on maintaining the confidentiality of personal data, constituting Appendix 2 to the Procedure. The declaration is stored by the Administrator.
9. After receiving the signed declaration, the Administrator grants the Applicant access to the data.

# § 3

Authorisation period.

1. Authorizations to process personal data are valid until the date of revocation.
2. Revocation of the authorisation is executed in particular in case of:
	1. termination of the employment contract,
	2. expiry of the deadlines contained in data entrustment agreements,
	3. completion of the project(s) to which the authorization relates,
	4. not following the provisions of this Regulations,
	5. not following the rules of data safety,
	6. per the request of the “Data Owner”.

# § 4

Process of revocation of the authorisation.

1. In the cases listed in §3 section 2 let. a - e, the authorization expires automatically, i.e. when the Administrator learns about the occurrence of any of the above cases, prepares the Revocation of the authorization to process personal data, according to the template constituting Appendix No. 3 to this Procedure.
2. The administrator assigns a case mark CBAD.0154.no.year to the Revocation of authorisation and submits it for signature/acceptance to the Rector or a person authorized by the Rector in electronic form in the EZD (Electronic Document Management) system.
3. The Rector or a person authorized by the Rector signs/accepts the Revocation and returns it to the Administrator.
4. The Administrator stores revocation and archives them in the EZD system.
5. The Administrator blocks access to the data, blocks the person and the access to data sets to which the Revocation relates.
6. In case referred to in §3 sec. 2 let. f the “Data Owner” sends request
to revoke access to databases in the CBiAD infrastructure to the Administrator to the e-mail address: hpc@umb.edu.pl. The template of the request constitutes Appendix 4 to the Procedure. The further procedure for this case is the same as in sec. from 2 to 5 of this paragraph.

# § 5

The procedure for granting authorization to process personal data in the infrastructure of the Centre for Bioinformatics and Data Analysis (CBiAD) at the Medical University of Bialystok shall be in force from 12.01.2023.

Appendixes to the Procedure:

1. Template of the authorization to process personal data.
2. Declaration on maintaining the confidentiality of personal data.
3. Template of the revocation of authorization to process personal data.
4. Template of the application for granting/revocation of authorizations.