



PERSONAL DATA PROCESSED BY THE CENTRE FOR QUALITY ASSESSMENT IN HIGHER EDUCATION

Personal data controller – The Centre for Quality Assessment in Higher Education (SKVC), legal entity code: 111959192, head office address: A. Goštauto g. 12, Vilnius.

Data protection officer – email dap@skvc.lt

No.	The purposes of the processing of the personal data	Categories of the data subject	Categories of the personal data	Recipients or categories of recipients of the personal data	The period for which the personal data will be stored	Legal basis for the processing of the personal data
1.	To exercise the control provided for in Article 22 Part 1 of the Law on the Coordination of Public and Private Interests in the Civil Service.	Civil servants and employees, candidates to participate in competitions for civil servant / employee duties	Name Surname Personal code Position Position code Department Status Status start time Information about the public / non-public declaration Relations with legal persons Transactions Relations with natural persons Individual activities Other data that may give rise to a conflict of interest Data on personal actions related to a potential conflict of interest	Data is not transferred	3 years	GDPR Art. 6 (1) lit c - compliance with a legal obligation: the Law on the Coordination of Public and Private Interests in the Civil Service.
2.	1. To determine the compliance of the applicants with the general and special requirements, to organize a competition / selection, 2. To inform applicants about compliance / non-compliance with general and / or special requirements 3. Competition / administration and organization of selection	Applicants for competitions for the post of Center civil servant / employee duties	Date of submission of request to participate / selection Registration number of the request to participate / selection Status of request to participate / selection Name of the post for which the request is made The level of the post for which the request is made Category of post for which the request is made Name of the institution applied for Name Surname Personal code Date of birth Citizenship Gender Photo Telephone number El. mail adress Data of stored tests: date of storage, name of test, status, result and expiration date	Data is not transferred	1 year from the competition / end of selection	GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the regulations of the Civil Service Management Information System, approved by an order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania; 2) A description of the procedure for organizing admission to the position of a civil servant, approved by a resolution of the Government of the Republic of Lithuania.

			<p>Attached documents: content of the document, date of attachment, type, number, name, date of issue, date of validity, name of the issuing organization, curriculum vitae</p> <p>Data on work experience: period, profession / position, main activities and responsibilities, name and address of workplace</p> <p>Data on education and qualification: year of graduation, educational institution, level of study, field and direction, professional qualification, qualification degree, title of professional qualification, main subjects, professional abilities, diploma number, scientific degree</p> <p>mother language</p> <p>Level of proficiency in foreign languages</p> <p>Information on communication skills</p> <p>Information on organizational skills</p> <p>Information on leadership skills</p> <p>Information on computer skills</p> <p>Driving license category information</p> <p>Information on driving experience</p> <p>Mark of compliance / non-compliance with general and / or special requirements</p> <p>Name of those who met the general and special requirements</p> <p>Name of those who met the general and special requirements</p> <p>Results of the evaluation of those who met the general and special requirements in the competition / selection body (average score of the interview, average score of the practical task, total score, place in the competition / selection)</p> <p>Entry / non-entry mark for selection / selection</p> <p>Indication of candidates who have been excluded from the competition / selection</p> <p>Commission decision on the winner of the competition / selection (name, surname)</p> <p>Name of observers in the competition / selection body</p> <p>Competition / selection audio recording</p>			
				Civil Service Department		
				Civil Service Department		
				Duomenys neperduodami		
3.	Performance evaluation of civil servants and employees	Civil servants and employees	<p>Name</p> <p>Surname</p> <p>Position (institution, division, position)</p> <p>Evaluation of the line manager (performance evaluation, proposal, evaluation date)</p> <p>Evaluation by the Commission (performance appraisal, proposed decision, date of appraisal)</p> <p>Audio recordings in the Civil Service Performance Evaluation Commission</p>	Civil Service Department, civil servants / employees (about the results of their performance evaluation)	5 years from performance evaluation	GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the Regulations of the Civil Service Information System approved by an order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania; 2) a description of the procedure for the evaluation of the official activities of civil servants, approved by a resolution of the Government of the Republic of Lithuania; 3) A description of the procedure for evaluating the activities of employees of state and municipal institutions, approved by a resolution of the Government of the Republic of Lithuania.
4.	Ensuring the internal administration of personnel	Civil servants and employees	<p>Name</p> <p>Surname</p> <p>Personal code</p> <p>Photo</p> <p>Gender</p> <p>date of birth</p> <p>Citizenship</p>	Civil Service Department through VATIS system / VATARAS, European Social Fund Agency (on staff working on	10 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the Law on Civil Service; 2) Labor Code; 3) Regulations of the Civil Service Information System approved by the order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania.

			Identity card / passport details (number, dates of issue and validity, name of issuing authority)	projects funded by the Agency)		
			Data on education (diploma, copies of diploma supplement, certificate of the Center, if the education was acquired abroad)			
			Data on the level of language proficiency			
			Data on professional development			
			Data on admission (transfer) to office (dismissal from them) - date, current position, legal basis for admission (transfer, dismissal) (article, part and item of the Civil Service Law or Labor Code, decision on admission (transfer, dismissal)) and date)	Data subjects, European Social Fund Agency (on staff working on Agency-funded projects)	50 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the Law on Civil Service; 2) a description of the procedure for the organization of admission to the position of a civil servant, approved by a resolution of the Government of the Republic of Lithuania; 3) Labor Code.
			Incentives	Data subjects, European Social Fund Agency (on staff working on Agency-funded projects)		GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the Law on Civil Service; 2) the Regulations of the Civil Service Management Information System approved by the order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania; 3) Rules for Imposition of Official Penalties on Civil Servants, approved by the Government of the Republic of Lithuania.
			Awards			
			Penalties			
			Data on permits for civil servants to perform other work (date of decision, beginning and end of validity, decision, type of decision, data on other work provided by civil servants)	Data subject		GDPR Art. 6 (1) lit c - compliance with a legal obligation: the Rules for the Examination, Application for and Revocation of Applications for Permission to Work in Other Work by Civil Servants, approved.
			Data on wages and salaries of employees: official salary, variable part of official salary, allowances, bonuses, benefits, bonuses, allowances, severance pay and payment (amount, payment period)	Data subjects, European Social Fund Agency (on staff working on Agency-funded projects)		GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) Labor Code; 2) the Civil Service Law; 3) Law on Remuneration of Employees of State and Municipal Institutions.
			Data on the length of service of civil servants in the State of Lithuania	Civil Service Department through VATIS system / VATARAS		GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) the Law on Civil Service; 2) Rules for calculating the length of service of the Service to the State of Lithuania, approved by a resolution of the Government.
			Home address		10 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit f - the legitimate interest of the controller to contact the employee when this is necessary for the employee's job functions and cannot be done through business contacts.
			Contact (personal) telephone number, e-mail mail adress			
			Data on annual, unpaid, study and other leave of the institution's staff / civil servants (period, number of days of leave, number of days of leave used, balance, start and end dates of leave, duration of leave, decision number and date, start and end dates of leave , number of days to cancel)	Data subjects, European Social Fund Agency (on staff working on Agency-funded projects)	10 years	GDPR Art. 6 (1) lit c - compliance with a legal obligation – the Labor Code and its implementing legislation.
			Data on maternity and parental leave of staff / civil servants of the institution (type, start and end dates)	Board of the State Social Insurance Fund under the Ministry of Social Security and Labor		GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1. Labor Code; 2. Rules for the submission and adjustment of data on insured persons and policyholders, approved by the order of the Director of the Board of the State Social Insurance Fund under the Ministry of Social Security and Labor.
			State social insurance data of the institution's employees / civil servants: start and end data, non-insurance periods, incapacity for work data (start and end date, type, amount of benefits for the first two days of illness from the employer)	board of the State Social Insurance Fund under the Ministry of Social Security and Labor,		

				European Social Fund Agency (on staff working on projects funded by the Agency)		
			Details of missions by staff / civil servants of the institution (purpose, start date, end date, decision number and date, place of departure, source of funding for mission expenses)	European Social Fund Agency (for staff working on Agency-funded projects), travel agency		GDPR Art. 6 (1) lit c - compliance with a legal obligation : 1) Labor Code; 2) the Civil Service Law; 3) Rules for Reimbursement of Mission Expenses in Budgetary Institutions approved by the Government Resolution.
			Details of the missions of the institution's staff / civil servants (purpose, start date, end date, decision number and date, place of departure, mission expenses and source of funding, results)	The public through the information system of the Civil Service Department VATIS / VATARAS		GDPR Art. 6 (1) lit c - compliance with a legal obligation - the measure of the Interinstitutional Action Plan for the Implementation of the National Anti-Corruption Program of the Republic of Lithuania for 2015–2025 approved by the Government for 2015–2019 Number 1.1.10.
			Details of civil servants' certificates (number, date of beginning and end of validity, type, date of issue, basis of issue, name and surname of the person who issued them), details of certificates of civil servants' certificates (date of validity and expiry)	Data Subject, Civil Service Department, Center for Issuance of Personal Documents	10 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) the Civil Service Law; 2) the Regulations of the Civil Service Management Information System approved by the order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania; 3) the rules for the issue of a civil servant certificate approved by an order of the Minister of the Interior of the Republic of Lithuania.
			Accounting of working time of employees of the institution / civil servants		10 years	GDPR Art. 6 (1) lit c - compliance with a legal obligation: Labor Code.
			Work schedules of agency staff / civil servants		3 years	
			Data on in-service training of civil servants (start and end of training, training service provider, name of the training program, duration of the training program, place of training)	Civil Service Department through the information system VATIS / VATARAS	10 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) the Law on Civil Service; 2) a description of the procedure for improving the qualification of civil servants, approved by a resolution of the Government; 3) Regulations of the State Information System approved by the order of the Director of the Civil Service Department under the Ministry of the Interior of the Republic of Lithuania.
			Questionnaires filled in by civil servants on the quality of training	Civil Service Department through the information system VATIS / VATARAS		
5.	To inform the public about civil servants and employees working in the institution	Civil servants and employees	Name	Public on the Centre's website	Until the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - a legal obligation, which is detailed in the Description of the General Requirements for the Websites of State and Municipal Institutions and Bodies, approved by a Resolution of the Government of the Republic of Lithuania.
			Surname			
			Contact email			
			Contact telephone			
			Position			
			Photos			
6.	To send relevant information to the representatives of higher education institutions	Staff of higher education institutions	Name	Data is not transferred	Until the consent is revoked or until the person represents the higher education institution and informs about the changes	GDPR Art. 6 (1) lit a – the consent of the data subject
			Surname			
			The higher education institution that is represented			
			Position			
7.	To send relevant	Individuals subscribed to	Name	Data is not	Until the consent is	GDPR Art. 6 (1) lit a – the consent of the data subject

	information about the Centre's activities to individuals (newsletters)	the Centre's newsletter	Surname Email	transferred	revoked	
8.	To maintain communication with employees, to acquaint employees with colleagues on the internal Intranet	Civil servants and employees	Name Surname Position Education Telephone number Start of working hours Personal achievements Hobbies Cabinet no. Photos	Data is not transferred	Until the consent is revoked or the service (employment) relationship is terminated	GDPR Art. 6 (1) lit a – the consent of the data subject
9.	Representation of the Centre's interests in pre-trial and legal disputes concerning decisions on the academic recognition of qualifications	The applicant	Name Surname Previous name (if changed) Gender Date of birth Citizenship E-mail address Phone no. Home adress Title of qualification Name of the educational institution Country where the qualification was obtained Actual place of study Form and way of learning (studies) Beginning and end of learning Purpose of recognition (study, work or other) Previous and further education (if acquired) Signature A copy of an identity document A copy of the education document and its appendix	Pre-trial and judicial institutions through the system Lithuanian court electronic services portal	10 m. after the final decision has been taken	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Law on Administrative Proceedings of the Republic of Lithuania; 2) Rules of public electronic services provided to participants in court proceedings by the Lithuanian Court Information System (Liteko); 3) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organizations approved by the Order of Government; 4) Regulation of the Board of Appeal approved by order of the Minister of Education and Science.
10.	Representation of the Centre's interests in pre-trial and legal disputes concerning decisions related to the evaluation of studies	Experts and representatives of higher education institutions	Name of expert Surname of the expert Date of birth of the expert Expert signature Expert passport number Expert address Expert identification number Expert account no. Expert phone no. Expert individual activity certificates / business certificates Expert e-mail adress Name of high school staff Surname of high school staff Scientific / pedagogical degrees of higher school staff High school staff e-mail adress Higher school staff tel. no. Position of higher school staff Education of higher school staff Work experience of higher school staff Scientific interests of higher school staff List of scientific works of the staff of the higher school	Pre-trial and judicial institutions through the system Lithuanian court electronic services portal	10 m. after the final decision has been taken	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Law on Administrative Proceedings of the Republic of Lithuania; 2) Rules of public electronic services provided to participants in court proceedings by the Lithuanian Court Information System (Liteko).

			Project activities of higher school staff			
			Language proficiency level of higher school staff			
11.	Public procurement - verification on the basis of suppliers from the procurement exclusion	Head and accountant of the supplier participating in the public procurement procedures	Name, surname of the head of the supplier	Data is not transferred	10 y. from the end of public procurement procedures	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Law on Public Procurement; 2) Regulations of the Central Public Procurement Information System approved by the order of the Director of the Public Procurement Service; 3) Rules for the use of the Central Public Procurement Information System, approved by the order of the Director of the Public Procurement Office.
			Personal identification number of the head of the supplier			
			Data on the criminal record of the head of the supplier for the activities listed in the Law on Public Procurement			
			Name, surname of the supplier's accountant			
			Supplier 's accountant' s personal identification number			
			Data on the criminal record of the supplier's accountant for the activities listed in the Law on Public Procurement			
12.	Public procurement - verification of suppliers' qualifications	Specialists offered by the supplier participating in the procurement	Name of the specialist	Data is not transferred	10 y. from the end of public procurement procedures	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Law on Public Procurement; 2) Regulations of the Central Public Procurement Information System approved by the order of the Director of the Public Procurement Service; 3) Rules for the use of the Central Public Procurement Information System, approved by the order of the Director of the Public Procurement Office.
			Surname of the specialist			
			Education of specialists and supporting documents			
			Experience of specialists and supporting documents			
13.	Fulfillment of contractual obligations (Study assessment services)	Experts with whom service contracts are concluded for study evaluation	Name	Procurement Office (in case of improper performance of the contract), European Social Fund Agency	10 y. from the end of contract	GDPR Art. 6 (1) lit c - compliance with a legal obligation: Law on Public Procurement.
			Surname			
			Date of birth			
			Passport number			
			Address			
			Personal code			
			Bank account number			
			Phone number			
			Individual activity certificates / business licenses			
			Signature			
			E-mail adress			
14.	Representation of the interests of the Center	Authorized civil servants/ employees of the Center	Name	Institution according to the nature of the powers conferred	1 y. from the end of authorization letter	GDPR Art. 6 (1) lit c - compliance with a legal obligation: the specific legal act is determined by the purpose of the authorization letter.
			Surname			
			Position			
15.	Activities of the Council of the Center	Member of the Council	Name	Register of Legal Entities	10 m. after the expiry of the mandate	GDPR Art. 6 (1) lit b - performance of a contract; GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Law on Science and Studies; 2) Regulations of the Center approved by the order of the Minister of Education and Science.
			Surname			
			Personal identification number			
			Adress			
			Audio recordings of meetings	Data is not transferred		
			Scientific / pedagogical degrees			
			E-mail adress			
			Phone number			
			Position			
			Education			
			Work experience			
			Research interests			
			List of scientific works			
			Project activities			
			Level of language proficiency			
			Bank account no.			
			Individual activity certificates / business licenses			
			Signature			
			Delegate			
			Summary of the above data	Public through the Centre's website	While a person is a member of the Council	GDPR Art. 6 (1) lit a – the consent of the data subject .
			Photos of meetings			

16.	Calculation of wages, submission of reports to the State Tax Inspectorate, Statistics Lithuania and SODRA, implementation of the right of employees to additional rest days.	Civil servants and employees	Name	Calculation of wages, submission of reports to the State Tax Inspectorate, Statistics Lithuania and SODRA, implementation of the right of employees to additional rest days.	50 years after the end of the service (employment) relationship	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) the Law on Accounting; 2) Order of the Chief Archivist of Lithuania "On Approval of the Index of General Document Storage Terms"; 3) Order of the Chief Archivist of Lithuania "On Approval of the Rules for Storage of Documents"; 4) Description of the general requirements for the websites of state and municipal institutions and establishments, approved by a resolution of the Government of the Republic of Lithuania.
			Surname			
			Personal identification number			
			Residence			
			Social security series and number			
			Department			
			Position			
			Date of recruitment / dismissal			
			Gender			
			Date of birth			
			Type of social insurance			
			Income tax group			
			Salary size, allowances, bonuses			
			Bank code and personal account number			
			Number of children (up to 12 years)			
17.	Reimbursement of mission expenses	Civil servants and employees	Name	European Social Fund Agency (for staff working on Agency-funded projects), travel agency	10 years	GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) Labor Code; 2) the Law on Civil Service; 3) Rules for the Payment of Mission Expenses in Budgetary Institutions, approved by a resolution of the Government.
			Surname			
			Details of the mission (country, city, purpose, start date, end date, decision number and date, source of funding for mission expenses)			
			Amount of mission expenses			
18.	Settlement under contracts with service providers for natural persons, submission of reports to the State Tax Inspectorate	Service providers - natural persons	Name	State Tax Inspectorate, banks, European Social Fund Agency	10 years after signing the contract; project-related documents 11 years from the end of the project	GDPR Art. 6 (1) lit b - performance of a contract; GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1) the Law on Payments of the Republic of Lithuania; 2) Order of the Head of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania "On Approval of the Monthly Income Tax Return Form GPM313 and the Rules for Completion and Submission thereof"; 3) Order of the Head of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania "On Approval of the Form FR0471 of the Certificate of Class B Income Paid to Residents Paid According to the Tax Payment Procedure, its Completion and Submission Rules; 4) Order of the Head of the State Tax Inspectorate under the Ministry of Finance of the Republic of Lithuania "On Approval of the Rules for Completion and Submission of Annual Class A Contributions, Income Tax Deductions Divided and Paid Form FR0573, its Annexes FR0573A, FR0573U.
			Surname			
			Date of birth			
			Passport number			
			Address			
			Personal identification number			
			Account number			
			Phone number			
			Signature			
			Individual activity certificates / business licenses			
			E-mail address			
19.	Academic recognition of foreign qualifications for study/work purpose in Lithuania	Holders of foreign qualifications	Name	Awarding institution, LAMA BPO	25 years since the decision was taken	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Law on Higher Education and Research; 2) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organisations, approved by the order of Government; 3) Regulations of the Centre, approved by the order of the Minister of Education and Science; 4) Description of the Procedure for Admission to State-Funded Places at the Higher Education Institutions for Persons who Acquired Education under Educational Programmes of Foreign Countries or International Organisations approved by the order of the Minister of Education and Science; 5) Regulations of the Electronic Recognition Area Information System and Regulations of Electronic Recognition Area Information System for Data Protection approved by the order of the Director of the Centre.
			Surname			
			Name in the credential/diploma (if changed)			
			Date of birth			
			Asmens tapatybės dokumento numeris			
			Citizenship			
			E-mail			
			Phone No.			
			Residential address			
			Qualification title			
			Awarding institution			
			Country of origin			
			Place of study (address)			
			Mode and method of study			
			Date of admission and graduation (year and month)			
			Purpose of the qualification holder (studies, work or other			
			Previous and further education			

			Authorised representative's full name Authorised representative's e-mail Authorised representative's phone No. Authorised representative's residential adress Authorised representative's identity document Signature Identity document Credential/diploma and its supplement/transcript Document regarding changing of name (if it does not mach in an identity document and credential/diploma)			
20.	Conversion of grades for admission to state funded places in Lithuania	Holders of foreign qualifications	Name Surname Name in the credential/diploma (if changed) Date of birth Citizenship E-mail Phone No. Residential address Qualification title Awarding institution Country of origin Place of study (address) Mode and method of study Date of admission and graduation (year and month) Previous and further education Signature Credential/diploma and its supplement/transcript Identity document	LAMA BPO	25 years since the decision was taken	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Law on Higher Education and Research; 2) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organisations, approved by the order of Government; 3) Regulations of the Centre, approved by the order of the Minister of Education and Science; 4) Regulations of the Electronic Recognition Area Information System and Regulations of Electronic Recognition Area Information System for Data Protection aproved by the order of the Director of the Centre.
21.	Information/recommen dations concerning foreign qualification provided for study or work purpose in Lithuania	Holders of qualification/ Higher education institutions/ Employers	Name of the representative of higher education institution/employer Surname of the representative of higher education institution/employer Phone No. of the representative of higher education institution/employer E-mail of the representative of higher education institution/employer Signature Name of the holder of qualification Surname of the holder of qualification Date of birth of the holder of qualification Qualification title Study duration Country of origin Awarding institution Seeking studies in Lithuania Recognition purpose Credential/diploma and its supplement/transcript Previous education credential/diploma Furher education credential/diploma Signature of the representative of higher education institution/employer	Higher education institutions/ Employers in Lithuania	10 years since recommendations were provided	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organizations approved by the Order of Government; 2) Regulations of the Centre, approved by the order of the Minister of Education and Science; 3) Regulations of the Electronic Recognition Area Information System and Regulations of Electronic Recognition Area Information System for Data Protection aproved by the Order of the Director of the Centre.
22.	Disputes regarding decisions on academic recognition of foreign	Holders of foreign qualifications	Name Surname Previous name (if changed)	Lithuanian higher education institution	10 years since decision was taken	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Description of the Procedure for Recognition of Education and

	qualifications taken by Lithuanian higher education institution		Date of birth E-mail Phone No. Residential address Qualification title Awarding institution Country of origin Credential/diploma Identity document Lithuanian higher education institution Full name, phone No. and e-mail of the representative of Lithuanian higher education institution Signature			Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign States and International Organizations approved by the Order of Government; 2) Regulations of the Centre, approved by the order of the Minister of Education and Science; 3) Regulations of the Appeal Commission for Recognition of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign Countries and International Organisations approved by the Order of the Director of the Centre.
23.	Information letter concerning higher education qualification obtained in Lithuania	Holders of higher education qualifications obtained in Lithuania	Name Surname Previous full name (if changed) Identity document E-mail Residential address (number and street, postal code, town, country) Phone No. Awarding institution Qualification type Awarding year of qualification Qualification title Country of origin Date of admission and graduation (year and month) Mode and method of study Name in the credential/diploma (if changed) Credential/diploma and its supplement/transcript Identity document (if VIISP is used) Authorised representative's full name Authorised representative's e-mail Signature	Data is not transferred	10 years since information letter was issued	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organizations approved by the Order of Government; 2) Regulations of the Centre, approved by the order of the Minister of Education and Science; 3) Regulations of the Appeal Commission for Recognition of Education and Qualifications Concerning Higher Education and Acquired under Educational Programmes of Foreign Countries and International Organisations approved by the Order of the Director of the Centre.
24.	Providing advice on assigning a field of study that is not specified in the educational documents to the relevant field of study	Holders of foreign qualifications, higher education institutions or employers	Name Surname Previous full name (if changed) E-mail Phone No. Awarding institution Qualification title Credential/diploma and its supplement/transcript Identity document Authorised representative's full name Authorised representative's e-mail Name of the representative of higher education institution/employer Surname of the representative of higher education institution/employer Phone No. of the representative of higher education institution/employer E-mail of the representative of higher education institution/employer Signature	Data is not transferred	10 years since advice was provided	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Law on Higher Education and Research; 2) Regulations of the Centre, approved by the order of the Minister of Education and Science; 3) Regulations of the Electronic Recognition Area Information System and Regulations of Electronic Recognition Area Information System for Data Protection approved by the Order of the Director of the Centre.

25.	Expert consultations in order to determine the comparability of qualifications in Lithuania	Experts	Name	Data is not transferred	10 years after signing the contract; Project related documents for at least 11 years since the end of the project.	GDPR Art. 6 (1) lit e – processing is necessary for the performance of the public authority tasks as detailed in: 1) Description of the Procedure for Recognition of Education and Qualifications Concerning Higher Education and Acquired Under Educational Programmes of Foreign Countries and International Organizations approved by the Order of Government; 2) Regulations of the Centre, approved by the order of the Minister of Education and Science.
			Surname			
			Date of birth			
			Residential address			
			Identity code			
			Account No.			
			Phone No.			
			Individual activity certificates/business licences			
			E-mail			
26.	Facilitation of the ground for the experts' work performed during the external evaluation of study fields and accreditation of Higher Education Institutions in Lithuania	Experts	Signature	Procurement Office, European Social Fund Agency (to a certain extent)	10 y. after the signing of the contract; all documents in connection with the projects – for at least one year longer than 11 y. from the end of the project	GDPR Art. 6 (1) lit b – processing is necessary for the performance of a contract to which the data subject is party; GDPR Art. 6 (1) lit e – the exercise of official authority: 1) Republic of Lithuania Law on Higher Education and Research; 2) Accreditation Procedure of Higher Education Institutions approved by the Government of the Republic of Lithuania; 3) the Statute of the Centre for Quality Assessment in Higher Education, approved by the Minister of Education and Science; 4) Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators approved by the Minister of Education, Science and Sport; 5) Methodology of External Evaluation of Study Fields, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 6) Methodology for the Evaluation of New Study Programmes, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 7) Experts Selection Procedure approved by the order of the Director of Centre for Quality Assessment in Higher Education; 8) Procedure of Organisation of Experts' Work approved by the order of the Director of Centre for Quality Assessment in Higher Education.
			Name			
			Date of birth			
			Passport no.			
			Address			
			ID code			
			Bank account no.			
			Phone no.			
			Individual activity certificates / business licenses			
			E-mail address			
			Signature			
27.	Providing access to the experts qualifications and the relevance of the qualifications for the experts participation in the evaluation of specific study field or higher education institution, providing the HEI's with the data of the experts' educational background, working experience, scientific papers, preparing the ground for the experts' work performed during the external evaluation of study fields and accreditation of Higher Education Institutions.	Experts	Photos of a visit	the community of the higher education institutions under evaluation, social partners	10 y. after the signing of the contract; all documents in connection with the projects – for at least one year longer than 11 y. from the end of the project	GDPR Art. 6 (1) lit b – processing is necessary for the performance of a contract to which the data subject is party; GDPR Art. 6 (1) lit e – the exercise of official authority: 1) Republic of Lithuania Law on Higher Education and Research; 2) Accreditation Procedure of Higher Education Institutions approved by the Government of the Republic of Lithuania; 3) the Statute of the Centre for Quality Assessment in Higher Education, approved by the Minister of Education and Science; 4) Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators approved by the Minister of Education, Science and Sport; 5) Methodology of External Evaluation of Study Fields, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 6) Methodology for the Evaluation of New Study Programmes, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 7) Experts Selection Procedure approved by the order of the Director of Centre for Quality Assessment in Higher Education; 8) Procedure of Organisation of Experts' Work approved by the order of the Director of Centre for Quality Assessment in Higher Education.
			Name			
			Surname			
			Scientific / pedagogical degrees			
			Phone no.			
			E-mail address			
			Research interests			
			List of scientific works			
			Address			
			Education			
			Work experience			
			Project activities			
			Level of language proficiency			
28.	Consistent compilation and update of the	Experts	Name	Quality assurance agencies (on the	20 y. from the inclusion into the	GDPR Art. 6 (1) lit a - the data subject has given consent, GDPR Art. 6 (1) lit e – in the exercise of official authority vested in
			Surname			

	directory of experts, preparing the ground for the experts' work performed during the external evaluation of study fields, institutional reviews and applications for accreditation of Higher Education Institutions.		Scientific / pedagogical degrees Institution, position E-mail address Research interests Address Phone no. External comments regarding the participation in evaluations CV	basis of the consent of the expert)	directory of experts	the controller - specified in Experts Selection Procedure approved by the order of the Director of Centre.
29.	For preparation of expert evaluation reports of study fields, institutional reviews and applications for accreditation of Higher Education Institutions	Higher education institutions' representatives	Name Surname Scientific / pedagogical degrees E-mail address Phone no. Position Education Work experience Research interests List of scientific works Project activities Level of language proficiency	The experts performing studies evaluation or institutional review upon request of higher education institution	until the next external evaluation	GDPR Art 6 (1) lit b – processing is necessary for the performance of a contract to which the data subject is party; GDPR Art. 6 (1) lit e – the exercise of official authority: 1) Republic of Lithuania Law on Higher Education and Research; 2) Accreditation Procedure of Higher Education Institutions approved by the Government of the Republic of Lithuania; 3) the Statute of the Centre for Quality Assessment in Higher Education, approved by the Minister of Education and Science; 4) Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators approved by the Minister of Education, Science and Sport; 5) Methodology of External Evaluation of Study Fields, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 6) Methodology for the Evaluation of New Study Programmes, approved by the order of the Director of Centre for Quality Assessment in Higher Education; 7) Experts Selection Procedure approved by the order of the Director of Centre for Quality Assessment in Higher Education; 8) Procedure of Organisation of Experts' Work approved by the order of the Director of Centre for Quality Assessment in Higher Education.
30.	Knowledge of qualification of the members of advisory institution and their inclusion into activities of advisory institutions – examining the study/higher education institutions' evaluation reports or higher education institutions' activities' improvement plans	Members of Advisory Institutions	Name Surname Scientific / pedagogical degrees E-mail address Phone no. Position Education Work experience Research interests List of scientific works Project activities Level of language proficiency Bank account no. Individual activity certificates / business licenses Signature Audio recordings of meetings	European Social Fund Agency name, surname, scientific and pedagogical degrees, institution, summary of activities (given by data subject herself) – are published on the Centre's website	10 y. from the end of contract; all documents in connection with the projects – for 11 y. from the end of the project	GDPR Art. 6 (1) lit b – processing is necessary for the performance of a contract to which the data subject is party; GDPR Art. 6 (1) lit e – the exercise of official authority, detailed in: 1) Republic of Lithuania Law on Higher Education and Research; 2) the Statute of the Centre for Quality Assessment in Higher Education, approved by the Minister of Education and Science; 3) Regulations of the Higher Education Institutions Review Commission, approved by the Order of the Director of the Centre; 4) Regulations of the Higher Education Evaluation Commission, approved by the Order of the Director of the Centre; 5) Regulations of the Appeals Commission for Study Programmes, approved by the Order of the Director of the Centre.
31.	Implementation of the projects funded by EU structural funds and European Commission	Project participants, partners	Name of project participant, partner Surname of project participant, partner Date/year of birth of project participant, partner E-mail address of project participant, partner Phone / fax no. of project participant, partner Gender of of project participant, partner Status in labour market of project participant, partner	European Social Fund Agency, European Commission; photos of the meetings can be made public on the Centre's website	11 y. from the end of the project	GDPR Art. 6 (1) lit c – compliance with a legal obligation: 1. Order of the Minister of Finance "Regarding the Rules of Projects Administration and Funding"; 2. Descriptor of project funding conditions (including national and EU legal acts mentioned in it), approved by the Minister of Finance, GDPR Art. 6 (1) lit e – a task carried out in the public interest (transparency of Centre's activities)– provision of information about

			Education of project participant, partner Belonging to vulnerable social groups of project participant Place of residence of project participant, partner Workplace of project participant, partner Signature of project participant, partner Salary of project participant, partner Workplace of project partner Bank account no. of project partner Individual activity certificate no. (and copy) of project partner Signature of project partner Photos of meetings Comments after meetings Photos of meetings	and social network accounts		the meetings organized by the Centre.
32.	Organisation and administration of a meeting related with Centre's activities	Lectors Name Surname Scientific / pedagogical degrees E-mail adress Phone no. Position Education Work experience Research interests List of scientific works Project activities Level of language proficiency Bank account no. Individual activity certificates / business licenses Signature Photos Summary of activities Participants Name Surname E-mail adress Phone no. Represented institution Information whether a person is a vegetarian or not Lectors and participants Photos of meeting Recordings of meeting Comments after meeting	Name Surname Scientific / pedagogical degrees E-mail adress Phone no. Position Education Work experience Research interests List of scientific works Project activities Level of language proficiency Bank account no. Individual activity certificates / business licenses Signature Photos Summary of activities	European Social Fund Agency, European Commission (if funded by the project); photos and recordings of the meetings as well as summary of activities and photos of the lectors can be made public on the Centre's website and social network accounts	10 y. from the end of a meeting (if funded by the project – 11 y. from the end of a project)	GDPR Art. 6 (1) lit a – the data subject has given consent; GDPR Art. 6 (1) lit b – data processing is necessary for the performance of a contract to which the data subject is party; GDPR Art. 6 (1) lit c - compliance with a legal obligation: 1. Order of the Minister of Finance “Regarding the Rules of Projects Administration and Funding”; Descriptor of project funding conditions (including national and EU legal acts mentioned in it), approved by the Minister of Finance; GDPR Art. 6 (1) lit e – a task carried out in the public interest (transparency of Centre's activities)– provision of information about the meetings organized by the Centre.
33.	To ensure security of the Centre's property	Persons who may be exposed to the field of view of the video camera	Video record	Video data is not transferred (data may be transferred to law enforcement authorities if the accident occurs)	Until digital medium is full, but no longer than for 90 calendar days	GDPR Art. 6 (1) lit f - legitimate interests to protect Centre's property.
34.	Gathering feedback about study quality through the mobile application “National Student Survey”	Students who identified and authenticated themselves through the “National Student Survey” mobile application	Name Surname ID code Date of birth Registration in Students register date Checkout from Students register date Higher Education Institution legal entity's code Higher Education Institution's name	Data is not transferred (generalized and depersonalized data can be transferred to the participants of external evaluation)	Until the Student register informs about the checkout of the student from the Students register or until the student revokes an agreement with data processing	GDPR Art. 6 (1) lit a – the data subject has given consent; GDPR Art. 6 (1) lit e – the exercise of official authority, detailed in: 1) Republic of Lithuania Law on Higher Education and Research; 2) the Statute of the Centre for Quality Assessment in Higher Education, approved by the Minister of Education and Science; 3) Procedure for the External Evaluation and Accreditation of Studies, Evaluation Areas and Indicators, approved by the Minister of Education, Science and Sport; 4) Methodology of External Evaluation of Study Fields, approved by

			Study cycle Study form State code of the study programme Name of the study programme Study type Study status Course code Lithuanian student identity card no. Joint institution's title Start of studies in the Higher Education Institution End of studies in the Higher Education Institution		or until the higher education institution/field of studies/study programme accreditation decision	the order of the Director of Centre for Quality Assessment in Higher Education; 5) A fact that gathering students' feedback about quality of studies is particularly important for assurance of quality of higher education, which is in the public interest, affirmed in Art. 40 of the Constitution, Art. 3 (part 2, point 5) and Art. 8 (part 4) of the Law on Higher Education and Research
35.	Taking part in a survey for gathering and analysing feedback about study quality	Persons taking part in focus group meetings	Audio record of a focus group	Transcribed and generalized information, without revealing the identity of data subject, will be provided for experts – with the purpose to facilitate expert opinion formation regarding the competences gained during study period	3 y. from the date of a survey	GDPR Art. 6 (1) lit a – the consent of the data subject
36.	Examination of appeals and notifications (submitted by the persons) regarding quality of studies (teaching, conditions, resources), request for more in-detailed description of circumstances described in the appeal or notification	Persons submitting appeals and notifications	Name Surname E-mail adress	Ministry of Education, Science and Sport (for knowledge), experts' group (in case an extraordinary evaluation would be initiated), competent institutions accordingly).	10 y. from reception of an appeal	GDPR Art. 6 (1) lit a – the consent of the data subject; GDPR Art. 6 (1) point (e) – the exercise of official authority, detailed in: 1. Republic of Lithuania Law on Public Administration; 2. Rules of examination of requests and appeals and of providing services for the persons in the entities of public administration, approved by the Resolution of the Government of the Republic of Lithuania.