AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
Laboratory of Phonetics and Oral Interpretation

DATA PRIVACY AND STORAGE POLICY

FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

Approved by:
Dean of the School of Humanities and Fine Arts
Dr. Adam Świątek

Date:
December 01, 2024

Location:

Room 205, Okopowa Street 59, Warsaw, Poland

Issued by:
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

WARSAW – 2024

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INTRODUCTION

The **Data Privacy and Storage Policy** ensures the secure management and protection of all data and recordings generated in the Laboratory of Phonetics and Oral Interpretation. This policy aligns with institutional guidelines, national legislation, and GDPR (General Data Protection Regulation) requirements, safeguarding data integrity, confidentiality, and accessibility.

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1. SCOPE

This policy applies to:

1. All laboratory users, including students, faculty, and external researchers.
2. All data generated, collected, processed, and stored in the laboratory, including:
   - Audio and video recordings.
   - Research data sets.
   - User-specific data related to laboratory activities.

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2. PRINCIPLES

The management of data within the laboratory adheres to the following principles:

1. **Confidentiality**: Ensuring that only authorized individuals can access data.
2. **Integrity**: Maintaining the accuracy and completeness of data throughout its lifecycle.
3. **Accountability**: Assigning clear responsibilities for data handling and protection.
4. **Compliance**: Adhering to legal and institutional regulations governing data privacy.

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3. DATA COLLECTION AND USAGE

3.1 Types of Data Collected

1. **Audio and Video Recordings**:
   - Captured during training sessions, research, and interpretation exercises.
2. **User Information**:
   - Names, university IDs, and course details for administrative purposes.
3. **Research Data**:
   - Any experimental or analytical data generated by users.

3.2 Purpose of Data Usage

Data collected in the laboratory is used for:

1. Academic and research activities.
2. User training and performance evaluation.
3. Institutional reporting and quality improvement.

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4. DATA STORAGE

4.1 Storage Infrastructure

1. All data is stored on **university-secured servers** with restricted access.
2. Backup copies are maintained to prevent data loss due to technical failures.
3. Portable storage devices (e.g., USB drives) **cannot** store laboratory data.

4.2 Retention Period

1. **Course-Related Data**: Retained for the duration of the course plus one academic year.
2. **Research Data**: Retention based on project requirements or institutional policies.
3. **Obsolete Data**: Permanently deleted after the retention period unless otherwise required.

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5. DATA ACCESS AND SHARING

5.1 Authorized Access

1. Data access is restricted to:
   - The data owner (e.g., researcher or student).
   - Laboratory staff and supervisors for administrative purposes.
   - Institutional authorities as per legal or academic requirements.
2. Access permissions are granted through a **Data Access Request Form**, approved by the Head of the Laboratory.

5.2 External Data Sharing

1. Data sharing with external entities requires:
   - Written consent from the data owner.
   - Approval from the Dean or authorized personnel.
2. Shared data must be anonymized unless the nature of the project requires identifiable data and participants have explicitly consented.

6. DATA SECURITY

6.1 Security Measures

1. **Digital Security**:
   - Password-protected access to servers and laboratory systems.
   - Regular updates to software and security protocols.
2. **Physical Security**:
   - Restricted access to laboratory premises.
   - Secure storage of physical data files (e.g., printed research data).

6.2 Incident Management

1. **Data Breach**:
   - All breaches must be reported immediately to the Head of the Laboratory and the university's IT department.
   - Affected parties will be notified in compliance with GDPR requirements.
2. **Equipment Loss or Theft**:
   - Incidents involving lost or stolen devices must be reported within 24 hours.

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7. RESPONSIBILITIES

7.1 Users

1. Handle data responsibly and adhere to the laboratory's policies.
2. Ensure proper labeling and storage of personal or project-related data.

7.2 Laboratory Staff

1. Monitor compliance with this policy.
2. Guide secure data handling practices.

7.3 Institutional Oversight

1. Conduct periodic audits to assess compliance and identify risks.
2. Update this policy as needed to reflect changes in legal or institutional requirements.

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8. CONSENT AND RIGHTS

1. **Participant Consent**:
   - Participants involved in recordings or research must provide informed consent before data collection.
   - Consent forms must specify the data's purpose, usage, and retention period.
2. **User Rights**:
   - Users have the right to access, correct, or request the deletion of their data within the policy's and applicable regulations' limits.

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9. POLICY REVIEW AND UPDATES

The **Laboratory Oversight Committee** reviews this policy annually to ensure it aligns with evolving legal and technological standards. Updates are emailed to all users and posted on the laboratory's website.

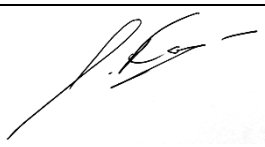
CONTACT INFORMATION

For questions or concerns regarding data privacy and storage, contact:

The Head of the Laboratory
Email: y.kapranov@vizja.pl
Phone: +48791849261 (dr Yan Kapranov)

FINAL NOTES

This policy ensures that all data and recordings generated in the laboratory are managed responsibly and securely. All users must comply with it. Non-compliance may result in disciplinary action and restricted access to laboratory facilities.

HEAD of the Laboratory of Phonetics and Oral Interpretation		dr Yan Kapranov

December 01, 2024