POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Data protection [N2IBiJ1-JiEwBP>OD]

Course

Field of study
Safety and Quality Engineering

Year/Semester
2/3

Area of study (specialization)
Quality and Ergonomics in Work Safety

Profile of study
general academic

Level of study
second-cycle

Course offered in
Polish

Form of study
part-time

Requirements
elective

Number of hours

Lecture
10

Laboratory classes
0

Other
0

Tutorials
10

Projects/seminars
0

Number of credit points

2,00

Coordinators

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Lecturers

Prerequisites

The student has basic knowledge necessary to understand the social and legal conditions of engineering activities. The student has the ability to use the indicated sources and interpret social phenomena. The student understands the need to expand their competences within the framework of social sciences.

Course objective

Providing students with knowledge of the requirements for entrepreneurs and other organizations in the field of collecting and processing personal data and the principle of legal liability resulting from this.

Course-related learning outcomes

Knowledge:
1. The student knows in-depth development trends and good practices regarding security management, in particular data security in organizations in local and global terms [K2_W04].
2. The student knows in depth the principles of information flow, communication, legal and regulatory conditions affecting data protection, characteristic of the area of organization security management [K2_W14].

Skills:
1. The student is able to use methods and tools for solving complex and unusual problems as well as advanced information and communication techniques characteristic of the professional environment related to data management and protection in organizations [K2_U02].
2. The student is able to select and apply computer-aided tools for solving problems characteristic of managing the sphere of data protection in organizations [K2_U08].

Social competences:
1. The student is critical of his knowledge, is ready to consult experts when solving cognitive and practical problems, continuous training in the IT industry and legal regulations, in particular related to data protection in the area of security management in organizations [K2_K01].
2. A student correctly identifies and resolves dilemmas related to broadly understood security, especially in the area of data, understands the need to make the public aware of the need to shape security in various areas of the organization's functioning [K2_K02].

Methods for verifying learning outcomes and assessment criteria
Learning outcomes presented above are verified as follows:

Lecture: assessment forming discussions summarizing individual lectures, legal problems solved during classes, giving the opportunity to assess the student's understanding of the issues.
The knowledge acquired during the lecture is verified by two 15-minute colloquia, each of which consists of 5-10 questions, scored differently, the need to pass both colloquia.
Exercises: the knowledge acquired during the exercises is verified by two 15-minute colloquiums, each of which consists of 5-10 questions, scored differently. Both tests must be passed.
Rating scale:
0-50 pkt - 2.0;
51-60 pkt - 3.0;
61-70 pkt - 3.5;
71-80 pkt - 4.0;
81-90 pkt - 4.5;
91-100 pkt- 5.0

Programme content

Lecture:
The concept, genesis and sources of personal data protection law. Definition of personal data, their types and special categories. Rules for the processing of "sensitive" and "ordinary" personal data. Entrusting data processing and data sharing. Rights of persons whose data is processed. Obligations of the controller and data processor. Designation, status and tasks of the data protection officer. Compliance and documentation of personal data protection. Risk assessment.
Exercises:
Case study - personal data processing processes in the company. Types of documents related to selected data processing processes in the company. Contract for a specific task/commission, contract for entrusting the processing of personal data, consent to the use of image, processing of ordinary and sensitive data. Protection of personal data in the workplace. Protection and security of personal data from the point of view of a natural person and a legal person, taking into account the challenges arising from functioning in the digital world.

Course topics

Lecture:
The Concept, Origins, and Sources of Data Protection Law

The Concept of Personal Data: Definition of personal data, what information is considered personal data.
Origins of Data Protection Law: History of the creation of regulations regarding data protection, the development of the law over the years.
Sources of Data Protection Law: International, EU, and national documents regulating data protection (e.g., GDPR, Data Protection Act).

Definition of Personal Data, Types, and Special Categories

Types of Personal Data: Division into regular and special (sensitive) data, differences between them.
Special Categories of Personal Data: Data concerning health, racial or ethnic origin, religious beliefs, sexual orientation, etc.

Principles of Processing "Sensitive" and "Regular" Personal Data

General Principles: Principles of legality, fairness, transparency, data minimization, integrity, and confidentiality.
Special Principles for Processing Sensitive Data: Stricter requirements for processing special categories of data.

Data Processing by Third Parties vs. Data Sharing

Data Processing by Third Parties: When and how data can be processed by external entities on behalf of the controller.
Data Sharing: Conditions under which data can be shared with other entities, differences between processing by third parties and data sharing.

Rights of Individuals Whose Data is Processed

Right of Access: The right to information about data processing.
Right to Rectification, Erasure, and Restriction of Processing: Conditions for exercising these rights.
Right to Data Portability: The ability to transfer data to another controller.
Right to Object: The possibility to object to data processing.

Responsibilities of the Data Controller and Data Processor

Data Controller: Responsibilities related to ensuring compliance with regulations, securing data, reporting breaches.
Data Processor: Responsibilities arising from data processing agreements, compliance with regulations.

Appointment, Status, and Tasks of the Data Protection Officer (DPO)

Appointment of DPO: When it is necessary to appoint a Data Protection Officer.
Status of DPO: Independence and protection against dismissal.
Tasks of DPO: Monitoring compliance with regulations, providing advice, conducting training.

Ensuring Compliance and Documentation of Data Protection

Documentation: Required documents and registers, e.g., records of processing activities.
Ensuring Compliance: Audit procedures, data protection policies.

Risk Assessment

Data Protection Impact Assessment (DPIA): When it is required, how to conduct risk analysis related to data processing.

Exercises:
Data Protection in Employment Relationships

Scope of Permissible Collection and Processing of Employees' Personal Data by the Employer during Recruitment and Employment: What data can be collected and processed, for what purposes, and under what conditions.

Responsibilities of the Employer as Data Controller

Data Controller: Responsibilities of the employer arising from regulations, securing employees' data, informing employees about data processing.

Control and Procedures in Case of Violation of Data Protection Regulations

Control: Procedures for controlling data processing by the employer.
Procedures in Case of Violation: Steps to take in case of data protection breaches, reporting breaches.

Sanctions for Non-Compliance with Data Protection Regulations

Civil Liability: Possibility of seeking claims by individuals whose data was violated.
Criminal Liability: Criminal penalties for violations.
Administrative Fines: Amount and principles of imposing fines by supervisory authorities.

Protection and Security of Personal Data from the Perspective of Individuals and Legal Entities

Individuals: How individuals can protect their personal data.
Legal Entities: Challenges for companies and institutions in data protection, data security procedures in the digital context.

Teaching methods

Lecture: informative presentation, discussion with problem solving.
The lecture is conducted using distance learning techniques in a synchronous mode.
Acceptable platforms: eMeeting, Zoom, Microsoft Teams.
Exercises: discussion with multimedia presentation, case method, discussion.

Bibliography

Basic:
1. Konstytucja Rzeczypospolitej Polskiej z dnia 2 kwietnia 1997 r. (Dz. U. z 1997 r. Nr 78, poz. 483 ze zm.).
2. Rozporządzenie Parlamentu Europejskiego i Rady (UE) 2016/679 z dnia 27 kwietnia 2016 r. w sprawie ochrony osób fizycznych w związku z przetwarzaniem danych osobowych i w sprawie swobodnego przepływu takich danych oraz uchylenia dyrektywy 95/46/WE (ogólne rozporządzenie o ochronie danych).
3. Ustawa o ochronie danych osobowychz dnia 10 maja 2018 r. (Dz. U. z 2019 r. poz. 1781 t.j.).
4. Ustawa Kodeks pracy z dnia 26 czerwca 1974 r. (Dz. U. z 2020 r. poz. 1320 t.j.).
5. Fajgielski P. (2019), Prawo ochrony danych osobowych. Zarys wykładu, Wydawnictwo Wolters Kluwer, Warszawa.

Additional:
1. Ustawa Kodeks cywilny z dnia 23 kwietnia 1964 r. (Dz. U. 2020 r. poz. 1740 t.j.).
2. Ustawa o prawie autorskim i prawach pokrewnych z dnia 4 02 1994 r. (Dz. U. 2021 r. poz. 1062 t.j..)
3. Ustawa o świadczeniu usług drogą elektroniczną z dnia 18 lipca 2020 r. (Dz. U. 2020 r. poz. 344 t.j.) .
4. Majchrzak J., Goliński M., Matura W., The concept of the qualitology and grey system theory application in marketing information quality cognition and assessment, Central European Journal of Operations Research, 2020, Vol. 28, No. 2.

Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00