



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Data protection [N2IBiJ1-BiZK>OD]

### Course

Field of study

Safety and Quality Engineering

Year/Semester

1/2

Area of study (specialization)

Safety and Crisis Management

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

0

Laboratory classes

0

Other

0

Tutorials

20

Projects/seminars

20

### 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 safety management, in particular data safety 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 safety 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 safety 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 safety 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:

Formative assessment: discussions summarizing individual exercises, legal problems solved during classes, giving the opportunity to assess the understanding of the problem by the student.

The knowledge acquired during the exercises is verified by two 15-minute tests, each of which consists of 5- 10 questions, with different scores, the need to pass both tests.

Summative assessment: written completion of the subject in the form of a test carried out during the last class. The test consists of about 10 questions. Passing threshold: 51% of points. The grading scale is consistent with the principles described in the Study Regulations.

### Programme content

Exercises: Case study - personal data processing processes in the company. Types of documents related to selected data processing processes in the company. Contract for specific work / order, contract for entrusting the processing of personal data, consent to use the image, processing 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

#### Exercises:

Case Study - Data Processing Procedures in a Company

Analysis of Data Processing Procedures: A detailed examination of various data processing activities within a company, identifying steps, involved departments, and overall workflow. This includes mapping out how data flows through the organization and pinpointing key points of data collection, processing, storage, and disposal.

Types of Documents Related to Selected Data Processing Procedures in a Company

Work Contract/Freelance Contract:

Definition and differences between a work contract and a freelance contract.

Key clauses to include regarding data protection and confidentiality.

Procedures for ensuring compliance with data protection regulations within contractual agreements.

Data Processing Agreement (DPA):

Overview of what constitutes a DPA.

Essential elements of a DPA: responsibilities of the data processor and controller, security measures, breach notification protocols.

How to draft and implement a DPA within the company's framework.

Consent Form for Image Use:

Importance of obtaining consent for using an individual's image.  
Components of a valid consent form: purpose, scope, duration, and rights of the individual.  
Practical steps for managing and documenting consent.  
Processing of Regular and Sensitive Data:

Distinctions between regular and sensitive data (e.g., health information, racial or ethnic origin).  
Specific requirements for processing sensitive data, including legal grounds and additional safeguards.  
Examples of regular data processing activities and best practices for handling sensitive data.  
Data Protection in the Workplace

Employee Data Collection and Processing:

Guidelines on what employee data can be collected during recruitment and employment.  
Legal basis for processing employee data and ensuring transparency.  
Techniques for minimizing data collection and securing employee information.  
Workplace Data Security Measures:

Implementing physical and technical security measures to protect employee data.  
Training staff on data protection principles and protocols.  
Establishing policies for data access control and regular audits to ensure compliance.  
Protection and Security of Personal Data from the Perspective of Individuals and Legal Entities

For Individuals:

Strategies for individuals to protect their personal data: using strong passwords, recognizing phishing attempts, understanding privacy settings.  
Rights of individuals under data protection laws (e.g., right to access, right to rectification, right to erasure).  
Steps individuals can take if their data privacy is violated, including filing complaints and seeking legal recourse.  
For Legal Entities:

Challenges faced by companies in safeguarding personal data in the digital age.  
Developing comprehensive data protection policies and integrating them into the organizational culture.  
Using encryption, anonymization, and pseudonymization techniques to enhance data security.  
Conducting regular risk assessments and implementing measures to mitigate identified risks.  
Ensuring compliance with data protection regulations through continuous monitoring and updating of data protection practices.

## Teaching methods

information presentation, discussion with problem solving, discussion with the use of 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 osobowych z 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 quality 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 |