NJSC «K.Zhubanov Aktobe Regional University»

«**APPROVED**»
by the resolution of the Academic Council of K.Zhubanov Aktobe Regional University
(dated 02.07.2026, Minutes №12)

REGULATIONS ON THE PROTECTION, STORAGE, PROCESSING AND TRANSFER OF STUDENTS' PERSONAL DATA

For official use

Aktobe, 2026

PREPARED BY

Director of the Department of Academic Affairs S.Bisheken

APPROVED AND ENTERED INTO FORCE

Pursuant to the resolution of the Academic Council of K. Zhubanov Aktobe Regional University (Minutes №12 dated 02.07.2026)

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1 SCOPE

1.1 These Regulations establish the procedures for the protection, storage, processing and disclosure of the personal data of students at K. Zhubanov Aktobe Regional University (hereinafter referred to as the University).

1.2 The purpose of these Regulations is to ensure the protection of the rights and freedoms of students in the processing of their personal data.

2 REGULATORY REFERENCES

These Regulations have been developed in accordance with the following regulatory and institutional documents:

2.1 Law of the Republic of Kazakhstan "On Education" No. 319-III, dated 27 July 2007.

2.2 State Mandatory Standard for Higher and Postgraduate Education, approved by Order No. 2 of the Minister of Science and Higher Education of the Republic of Kazakhstan, dated 20 July 2022.

2.3 Rules for Organising the Educational Process under the Credit-Based System of Education in Higher and (or) Postgraduate Education Institutions, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan, dated 20 April 2011.

2.4 Model Regulations Governing the Activities of Educational Institutions Implementing Higher and (or) Postgraduate Educational Programmes, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan, dated 30 October 2018.

2.5 Model Regulations for admission to studies in educational organization, implementing educational programs of technical and vocational education, approved by Order No. 600 of the Minister of Education and Science of the Republic of Kazakhstan, dated 31 October 2018.

2.6 Law of the Republic of Kazakhstan «On Personal Data and Their Protection» No. 94-V, dated 21 May 2013.

2.7 Academic Integrity Code of Students, Academic Staff and Employees of K. Zhubanov Aktobe Regional University.

2.8 Charter of the Non-Profit Joint-Stock Company K. Zhubanov Aktobe Regional University, approved by Order No. 320, dated 27 May 2020.

3 TERMS AND DEFINITIONS

3.1 The following terms and definitions are used in these Regulations:

- Personal Data – any information relating to an identified or identifiable student.
- Processing of Personal Data – any operation or set of operations performed on Personal Data, including its collection, organisation, accumulation, storage, updating, use, disclosure and destruction.
- Data Subject – a student of the University whose Personal Data are processed.
- Automated Information System (AIS) – an information system used to support the delivery and administration of the educational process

4 GENERAL PROVISIONS

4.1 These Regulations establish the procedures governing the processing of students' Personal Data, the requirements for their protection, and the rights and responsibilities of the University and the Data Subjects.

4.2 These Regulations apply to all structural units of the University and to members of staff who process students' Personal Data.

4.3 Students' Personal Data shall be processed solely for the purpose of supporting and administering the educational process.

4.4 Students' Personal Data constitute information of restricted access and shall be protected in accordance with the legislation of the Republic of Kazakhstan.

4.5 The processing of Personal Data shall be carried out on a lawful basis, with due regard for the rights and legitimate interests of students, and on the basis of their consent, which is provided when submitting an application for admission to the University.

4.6 Personal Data may be disclosed to authorised public authorities within the scope of their statutory powers.

4.7 Compliance with these Regulations is mandatory for all employees of the University's Department of Academic Affairs who are authorised to access students' Personal Data.

5 CATEGORIES OF STUDENTS' PERSONAL DATA

5.1 The following categories of information constitute students' Personal Data:

- Full name;
- Individual Identification Number (IIN);
- Date of birth;
- Nationality;
- Citizenship;
- Residential address;
- Contact details;
- Information relating to parents or legal guardians;
- Information relating to the student's studies (including academic performance, attendance and other academic records);
- Medical information, where necessary;
- Educational documents, including the certificate of the Unified National Testing (UNT) or Comprehensive Testing (CT) results;
- Supporting documents relating to students who are orphans, children deprived of parental care, or children under the guardianship or trusteeship of individuals, including, where applicable, parents' death certificates, local executive authority (Akimat) decisions establishing guardianship or trusteeship, birth certificates, recommendations from the guardianship and trusteeship authority, court decisions on the deprivation of parental rights and the recovery of child maintenance (alimony), and other supporting documents;
- Supporting documents relating to students with disabilities;

- Documents containing information relating to scholarships, financial assistance and other payments;
- Other Personal Data as required by the legislation of the Republic of Kazakhstan.

6 PROCESSING, STORAGE AND DISCLOSURE OF STUDENTS' PERSONAL DATA

6.1 At the University, the processing and storage of students' Personal Data, including their collection, organisation, updating and use, shall be carried out through the Platonus Automated Information System (Platonus AIS) (hereinafter referred to as Platonus AIS).

6.2 The developer (provider) of Platonus AIS shall be responsible for ensuring the security, confidentiality and protection of the Personal Data processed within the system.

6.3 Technical support for the operation of Platonus AIS shall be provided by the system developer in accordance with the terms of the relevant service agreement.

6.4 Students' Personal Data shall be entered into Platonus AIS by authorised members of University staff within the scope of their official duties and shall be updated whenever necessary.

6.5 Access shall be granted only to authorised users in accordance with information security requirements and role-based access controls.

6.6 Platonus AIS shall be synchronised with the Unified Higher Education Platform (UHEP) to facilitate data exchange and ensure the timely updating of information relating to higher education.

6.7 For the purpose of ensuring the effective operation of Platonus AIS, the University's Department of Academic Affairs shall appoint a responsible officer to perform the role of System Administrator.

6.8 The System Administrator shall be responsible for:

- administering Platonus AIS;
- configuration and control of user access rights.

6.9 The System Administrator shall be responsible for ensuring information security and the protection of Personal Data within the scope of their official duties and shall comply with the legislation of the Republic of Kazakhstan relating to the protection of Personal Data, the University's internal regulatory documents, and the terms of the confidentiality (non-disclosure) agreement.

6.10 Access to the administrative functions of Platonus AIS shall be granted exclusively to the designated System Administrator.

7 AMENDMENTS AND REVISIONS

7.1 Amendments and revisions to these Regulations shall be made in accordance with the legislation of the Republic of Kazakhstan, regulatory documents governing higher education, and the University's internal regulations.

7.2 Where these Regulations are amended, all copies of the superseded version held by the University shall be withdrawn and replaced with the revised version.

AGREED BY:

Member of the Management Board
for Academic Affairs – Vice-Rector L.Myasnikova

Director of the Legal Department L.Alimanova