



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Protection of personal data

### Course

Field of study

Year/Semester

Safety Engineering

1/2

Area of study (specialization)

Profile of study

Ergonomics and work safety

general academic

Level of study

Course offered in

Second-cycle studies

Polish

Form of study

Requirements

part-time

elective

### Number of hours

Lecture

Laboratory classes

Other (e.g. online)

10

0

0

Tutorials

Projects/seminars

10

0

### Number of credit points

3

### Lecturers

Responsible for the course/lecturer:

Responsible for the course/lecturer:

Paulina Kubera, Ph.D.

e-mail: paulina.kubera@put.poznan.pl

phone: 61 665 33 94

Faculty of Engineering Management

ul. Rychlewskiego 2, 60-965 Poznań

### Prerequisites

The student should have the basic knowledge necessary to understand the social and legal implications of engineering activities, the ability to interpret social phenomena based on their knowledge using the sources indicated, understand the need to expand their competencies within the social sciences.

### Course objective

Providing students with knowledge on the requirements imposed on entrepreneurs and other organizations regarding the collection and processing of personal data as well as the principles of legal liability arising from it.

### Course-related learning outcomes

Knowledge



- knows the issues related to the area of work safety, in the field of permissible collection and processing of personal data,
- knows the obligations of the administrator and the entity processing personal data and the rights of persons whose data are processed,
- knows the rules of liability for unlawful processing of personal data,

#### Skills

- has the ability to properly select legal regulations and information derived from them, assess them, conduct a critical analysis and synthesis of obtained information, formulate conclusions and comprehensively justify the adopted solutions,
- has the ability to apply legal provisions when analyzing and solving problems in the field of personal data protection, in particular in employment relations,

#### Social competences

- is aware of the occurrence of cause-and-effect relationships that are important in achieving the adopted goals and ranks the significance of alternative or competitive solutions, taking into account social sensitivity and respecting the rights of others.

#### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Formative assessment: discussions summarizing particular lectures and tutorials, solving legal problems during the classes that offers the opportunity to assess the student's understanding of the issues raised

Summative assessment: a written test carried out in the last class, separately for tutorials and lectures.

The test consists of about 10 questions. Passing threshold: 55% of points

#### Programme content

##### Lectures:

The concept, origin and sources of personal data protection law. Definition of personal data, their types and specific categories. Rules for the processing of "sensitive" and "general" personal data. Entrusting data processing and data sharing. Rights of persons whose data are processed. Responsibilities of the administrator and the entity processing the data. The appointment, status and tasks of the data protection officer. Ensuring compliance and documentation of personal data protection. Risk assessment.

##### Tutorials:

Personal data protection in employment relations. The scope of admissible collection and processing of employees' personal data by the employer in the recruitment process and during the employment period. Obligations of the employer as a data administrator. Control and the proceedings regarding the violation of provisions on personal data protection. Sanctions for non-compliance with the provisions on the protection of personal data (civil liability, criminal liability, administrative fines). Competences of the



President of the Office for Personal Data Protection as a supervisory body. Certification and codes of conduct regarding personal data protection. Cooperation within the European Data Protection Board.

### Teaching methods

Informative, problem-based, conversational lecture using a multimedia presentation, case studies, discussion.

### Bibliography

Basic

1. Fajgielski P. (2019), Prawo ochrony danych osobowych. Zarys wykładu, Wydawnictwo Wolters Kluwer, Warszawa.

Additional

1. Jagiełło-Jaroszewska E., Jarmużek D., Zawadzka-Filipczyk P, (2018), RODO. Ochrona danych osobowych w stosunkach pracy, Wydawnictwo Wolters Kluwer, Warszawa.

2. Sagan-Jeżowska A. (2018), Ochrona danych osobowych w małej i średniej firmie. Kontrola poprawności wdrożenia RODO. Metodyka, procedury, wzory, Wydawnictwo C.H.Beck, Warszawa.

3. Gumularz M., Kozik P. (2019), Ochrona danych osobowych. Kontrola i postępowanie w sprawie naruszenia przepisów. Poradnik ze wzorami, Wydawnictwo Wolters Kluwer, Warszawa.

### Breakdown of average student's workload

	Hours	ECTS
Total workload	75	3,0
Classes requiring direct contact with the teacher	20	1,0
Student's own work (literature studies, preparation for tutorials, preparation for tests) <sup>1</sup>	55	2,0

<sup>1</sup> delete or add other activities as appropriate