APPROVED
by Order of the Director of Kauno kolegija
No. 1-234 of 6 May 2025

RULES OF PROCEDURE OF THE COMMITTEE FOR THE ASSESSMENT OF COMPLIANCE OF APPLIED RESEARCH WITH RESEARCH ETHICS

CHAPTER I
GENERAL PROVISIONS

1. The Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research (hereinafter referred to as Research) with Research Ethics (hereinafter referred to as the Rules of Procedure) establish the functions, structure and procedure for organising the work of the Committee for the Assessment of the Compliance of Research with Research Ethics of Kauno kolegija (hereinafter referred to as KK).

2. The Rules of Procedure have been prepared in accordance with the Law on Higher Education and Research of the Republic of Lithuania, the Guidelines for the Assessment of Compliance of Research with Research Ethics prepared by the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania, the recommendations set out in the European Code of Conduct for Research Integrity, Regulation (EU) 2016/679, the General Data Protection Regulation, the Publication Ethics Guidelines approved by the Lithuanian University Rectors' Conference, the Description of the Procedure for the Assessment of Compliance of Applied Research with Research Ethics at Kauno kolegija (hereinafter referred to as the Description), the Statute of KK and other legal acts.

3. The purpose of the Committee is to assist the academic community of KK in assessing whether Research complies with research ethics, ensuring adherence to the principles of academic integrity applicable to a specific Research project, and protecting the interests of research participants and animals used in Research.

4. The objectives of the assessment of compliance of Research with research ethics are:

4.1. to ensure the rights, dignity and well-being of persons participating in Research;

4.2. to ensure adherence to high standarts and principles of academic ethics and proper processing of personal data;

4.3. to reduce the risks associated with Research participants, researchers and third parties;

4.4. to agree on common standards for conducting high-quality and scientifically sound Research;

4.5. to increase the benefits of Research to society and public trust in the academic community conducting such Research.

5. The activities of the Committee are based on the principles of independence, responsibility, collegiality, transparency, objectivity, respect, impartiality, justice, integrity and reasonableness.

6. The terms used in these Rules of Procedure are as follows:

6.1. **Experimental (social, cultural) development** means systematic activity based on knowledge acquired through research and practical experience, the purpose of which is to create new materials, products and devices, to introduce new processes, systems and services or to substantially improve those already created or introduced, as well as to create, introduce or substantially improve solutions to human, cultural and societal problems based on knowledge acquired through research and practical experience;

6.2. **Research Register (hereinafter referred to as the Register)** means a register of research conducted by researchers or groups of researchers, the rules for the use of which are established by KK;

6.3. **Applied research** means experimental and/or theoretical work carried out to acquire new knowledge and primarily aimed at achieving specific practical objectives or solving specific practical problems.

6.4. **A researcher** means a person with higher education who develops knowledge, conceptualises or creates new products, processes, methods and systems, or manages research and

experimental (social, cultural) development projects.

6.5. **Principal Investigator** means a researcher who has initiated the Research, or a researcher elected by mutual agreement of the researchers jointly conducting the Research.

CHAPTER II
FORMATION AND STRUCTURE OF THE COMMITTEE

7. Candidates for membership of the Committee shall meet the criteria of impeccable reputation established in the Law on Higher Education and Research of the Republic of Lithuania and shall confirm this by completing the Declaration of Impeccable Reputation and Disclosure of Private Interests (Annex 1).

8. The Committee shall consist of 8 persons representing different fields of science in which research is conducted at KK and having the broadest possible academic and/or professional experience necessary to assess compliance with research ethics as comprehensively and appropriately as possible:

8.1. five members working at KK, whose competence in the relevant methods of Research data collection and analysis, according to the field of science and the object of the research, has been confirmed at KK, and who have at least 5 years of research experience, shall be delegated by the academic units. At least one of these members shall work in the field of philosophy, ethics or educational science.

8.2. one member working in KK administration and performing research management functions;

8.3. one member working at KK as a Data Protection Officer and having at least 2 years of experience in data protection;

8.4. one member from among KK's social partners, who has been affiliated with KK for at least 2 years.

9. A member of the Committee shall be able to assess whether the proposed research is acceptable in view of institutional provisions (e.g. other requirements), institutional commitments (e.g. financial and human resources) and applicable provisions on professional conduct and practice (e.g. the Guidelines, the Code of (Academic) Ethics and other legal acts).

10. Academic units shall each delegate one member to the Committee no later than 10 working days before the end of the Committee's term of office, in accordance with the following procedure:

10.1. The Dean of the Faculty or another employee authorised by the Dean shall organise the procedure for nominating a candidate to the Committee;

10.2. Each academic employee of KK shall have the right to propose one employee from their academic unit as a candidate for the Committee, provided that the employee meets the requirements for the composition of the Committee, by submitting the proposed candidacy to the employee designated by the Dean of the Faculty by the established deadline;

10.3. After the deadline for submitting candidates for membership of the Committee has expired, the compliance of the submitted candidates with the requirements set for Committee members and the composition of the Committee shall be considered at a meeting of the Faculty Dean's Office, and it shall be assessed whether the proposed candidate would agree to be delegated as a member of the Committee;

10.4. At the meeting of the Dean's Office, a decision on the delegation of the member shall be adopted by a majority vote;

10.5. The decision on the delegation of the member shall be submitted by means of the document management system, attaching an extract from the minutes of the meeting of the Dean's Office.

11. The members referred to in Sub-points 8.2–8.4 of the Rules of Procedure shall be appointed by the KK Director.

12. The composition and term of office of the Committee shall be approved by order of the KK Director.

13. Committee members delegated by academic units shall be appointed for a term of office of 3 years. The same person may be appointed as a member of the Committee for no more than two consecutive terms of office. The terms of office of other Committee members shall not be

limited.

14. Elected Committee members shall sign a Confidentiality and Impartiality Undertaking (Annex 2) and shall comply with it during their term of office and for 5 years after the end of their term of office. The confidentiality of personal data shall be maintained indefinitely.

15. The first meeting of the Committee of the new term of office shall be convened no later than one month from the approval of the composition of the Committee and, until the Chair of the Committee is elected, shall be chaired by the member of the Committee referred to in Sub-point 8.2 of these Rules of Procedure. The Chair of the Committee shall be elected by the Committee from among its members by open vote and by a majority vote at the first meeting of the Committee. The same person may be elected as Chair of the Committee for no more than two consecutive terms of office. Upon the proposal of the Chair of the Committee, the Committee shall elect the Deputy Chair of the Committee by open vote and by a majority vote. The Deputy Chair of the Committee shall substitute for the Chair of the Committee when the Chair is unable to perform their duties.

16. The term of office of Committee members shall begin at the first meeting of the Committee.

17. The Applied Research Department shall, no later than within 2 working days from the date of the Director's order, publish the composition of the Committee (the name and surname of the Committee member, area of competence and term of office) on the KK website.

18. The mandate of a Committee member shall end upon the expiry of their term of office as a Committee member, upon their resignation from the position of Committee member, upon termination of their employment relationship with KK, or upon their removal from the position of Committee member.

19. The KK Director may, upon the proposal of the Chair of the Committee, remove a member from the Committee when:

19.1. A Committee member, without a valid reason, misses more than half of the Committee meetings in a year;

19.2. Where this is requested by the Ethics Committee of KK after it has found the Committee member to have violated the Code of Academic Ethics of KK, or when circumstances become apparent indicating that the Committee member does not meet the criteria for assessing impeccable reputation;

19.3. A Committee member is unable to perform their duties due to other objective reasons.

CHAPTER III
ACTIVITIES AND FUNCTIONS OF THE COMMITTEE

20. The Committee shall assess the compliance of Research planned to be carried out by academic employees of KK with research ethics before the Research begins.

21. The Committee shall perform the following functions:

21.1. examine the compliance of Research planned to be conducted by individual researchers of KK or groups of researchers with research ethics on the basis of requests submitted by Principal Investigators (hereinafter referred to as the Request), in the cases specified in the Description;

21.2. grant or refuse to grant approval of the compliance of Research with research ethics (hereinafter referred to as the Approval) on the basis of the Request submitted by the Principal Investigator;

21.3. advise researchers of KK on the compliance of planned Research with research ethics requirements;

21.4. raise awareness among and inform the academic community of KK on issues related to the compliance of Research with research ethics;

21.5. where necessary, assess and advise on compliance with research ethics during the conduct of the Research;

21.6. where necessary, cooperate with other institutions, taking into account their areas of competence on the application of principles of operation and/or complex cases;

21.7. perform other functions related to the activities of the Committee.

22. The Committee shall not assess Research carried out by students in the process of implementing a study programme (when preparing final theses, completing study subject/module

assignments, etc.), except in the cases specified in the Description, where the Request is submitted by the supervisor of the student's work.

23. The Committee shall not assess biomedical Research or Research involving animals. When planning to conduct Research of this nature, researchers shall apply, as appropriate, to the Lithuanian Bioethics Committee, the Kaunas Regional Biomedical Research Ethics Committee, or the State Food and Veterinary Service.

24. The Committee shall not examine violations of Research ethics. This function shall be performed at KK by the Ethics Committee of KK.

CHAPTER IV
SUBMISSION OF REQUESTS, CONVENING OF MEETINGS, EXAMINATION OF REQUESTS AND ADOPTION OF DECISIONS

25. A Principal Investigator planning to conduct Research that meets the conditions specified in the Description shall submit the Request by means of the document management system by the 10th day of each month, except in July and August. Requests submitted after this deadline shall be assessed at the next meeting of the Committee.

26. The forms of the Request and its annexes are provided in the Description.

27. The Committee shall examine matters and adopt decisions at Committee meetings, which may be organised in person, remotely in real time by means of electronic communication, and/or by written procedure, by polling members by email.

28. Meetings of the Committee shall be convened as necessary and chaired by the Chair of the Committee.

29. The Chair and members of the Committee shall have the right to initiate the preparation of Committee documents and may propose items for the agenda.

30. The Chair of the Committee shall convene a meeting of the Committee:

30.1. within 15 working days from the deadline for the submission of Requests, where Requests have been submitted;

30.2. upon receipt of a request related to research ethics from at least one-third of the Committee members, the Ethics Committee of KK, the Director, or the Head of the Applied Research Department.

31. If the documents for consideration regarding compliance with research ethics are submitted by the Chair of the Committee, the meeting shall be convened by the Deputy Chair.

32. The Secretary of the Committee shall inform all Committee members of the meeting to be convened by email no later than 5 working days before the meeting, sending them the draft agenda of the Committee meeting.

33. The Committee shall consider properly prepared Requests that meet the general requirements applicable to documentation and are written in correct Lithuanian or English.

34. The Secretary of the Committee shall check the received Requests submitted by Principal Investigators and, within 2 working days, send them to the Committee members for review via the email address provided by KK, and shall prepare the draft agenda of the meeting, taking into account the proposals of the Chair and/or members of the Committee, if any. The agenda of the Committee shall be published on the KK intranet.

35. The Committee shall adopt decisions on compliance with research ethics in accordance with the Description. Decisions of the Committee shall be formalised in the minutes of the meeting.

36. Meetings shall be chaired by the Chair of the Committee. If the Chair of the Committee is unable to attend the meeting or is required to recuse themselves, they shall delegate the function of chairing the meeting to the Deputy Chair of the Committee.

37. Meetings of the Committee shall be valid if more than half of the Committee members participate in them.

38. Meetings of the Committee shall be closed. At the beginning of each meeting, the Committee shall approve the agenda. During the meeting, the agenda may be supplemented or revised if the amendment is approved by at least one-third of the Committee members participating in the meeting.

39. A Committee member who may have a conflict of interest in relation to the Research

submitted for consideration shall immediately recuse themselves before the meeting at which compliance with research ethics is considered, by notifying the Chair of the Committee or the Deputy Chair in writing. They may not participate in the assessment of the initial or continuing Research, except in cases where it is necessary to provide the information requested by the Committee. If the Chair of the Committee has a conflict of interest, they shall inform the Committee thereof and recuse themselves from the meeting.

40. Where several Research projects are considered at the same meeting, the persons related to those research projects shall be invited separately.

41. Where necessary, the Committee may engage independent experts in the relevant field of science to provide an opinion on the assessment of a Request for compliance of Research with research ethics and to advise the members of the Committee. When decisions are adopted, experts shall not have the right to vote. KK employees or external experts providing an additional opinion shall sign the Expert's Declaration of Interests and Confidentiality (Annex 3).

42. When Research involving socially vulnerable persons is reviewed, one or more persons working in fields related to the research participants shall be involved in the Committee meeting.

43. Where the Committee identifies deficiencies in the submitted documents, it may propose that the Applicant, i.e. the Principal Investigator, submit a supplement, explanation or correction to the documents attached to the Request within 15 working days from the date on which the conclusion is sent by email. Upon receipt of the corrected documents within the established deadlines, the Committee shall reconsider the Request at the next meeting of the Committee. In other cases, the Request shall be submitted anew.

44. If the Principal Investigator, without a valid reason, fails to submit the supplemented or updated Request documents within 15 working days from the date on which the conclusion is sent by email, the Request documents shall be deemed not to have been submitted, and the Request shall be submitted anew.

45. If, after the date of submission of the Request, the Principal Investigator makes substantial changes to the Research plan (e.g. introduces new procedures, equipment and instruments, new groups of research participants, collects new data, etc.), the Principal Investigator shall submit a supplement to the Request documents to the Committee at least 5 working days before the date of the Committee meeting at which the Request is to be considered.

46. Upon completion of the assessment of the compliance of the planned Research with research ethics, the Committee shall issue one of the following conclusions: a) "to approve", b) "reject", c) "to revise the Request documents", d) "to refuse to approve or reject, as approval is not required", or e) "to refuse to approve or reject, as the Research does not fall within the scope of the Committee's activities".

47. Voting on the decisions of the Committee shall be open, except in cases where the decision to be adopted is related to a person. A decision shall be deemed adopted if more than half of the Committee members participating in the meeting voted in favour of it. Where necessary, decisions of the Committee may be adopted by electronic voting (online voting). In the event of a tie in an open vote, the vote of the Chair of the Committee or the person chairing the meeting shall be decisive.

48. Upon adoption of the conclusion "to approve", the Approval shall be issued to the Principal Investigator and sent to the email address provided by KK within 3 working days. The Approval, prepared according to the form provided in Annex 4, shall be signed by the Chair of the Committee. In all other cases referred to in Point 46, the response shall be submitted by email by sending an extract from the minutes of the Committee meeting concerning the conclusion adopted by the Committee. The extract from the minutes shall be signed by the Secretary of the Committee.

49. If the Principal Investigator disagrees with the conclusion of the Committee, they shall submit a reasoned request to the Committee within 5 working days from the date on which the conclusion is sent by email, and the request shall be considered at the next meeting of the Committee.

50. If, after the date of receipt of the Approval, the Principal Investigator makes substantial changes to the Research, they shall submit a new Request with annexes and the previously issued Approval to the Committee.

51. Until the Approval has been obtained, the stages of the Research described in the Request for which approval is required may not be commenced. Approval shall not be issued retroactively.

52. The Committee may carry out an inspection of the conduct of Research for which Approval has been granted. The Committee shall inform the Principal Investigator of the planned inspection at least 5 working days before the start of the inspection.

53. If, during the inspection, violations of compliance with ethical principles are identified, the Committee may request that the violations be remedied or revoke the Approval granted.

54. Upon receipt of a reasoned complaint regarding the processing of personal data, the examination of the complaint shall be referred to the Data Protection Officer of KK. Upon receipt of an appeal concerning the rights of research participants or ethical issues related to the Research that fall outside the scope of research ethics assessment, the appeal shall be examined by the Ethics Committee.

55. Minutes shall be taken of the Committee meetings. In accordance with the Description of the Procedure for Preparing Minutes at KK, the minutes of Committee meetings shall be prepared by the Secretary of the Committee and signed by the Chair and the Secretary of the Committee.

56. Minutes of meetings shall be registered and stored in the document management system.

57. Upon completion of the Research, the Principal Investigator shall inform the Committee in writing, in free form, of its completion and of the implementation of personal data protection measures, where such data were collected and processed, in accordance with the procedure provided for in the Research plan.

58. Research for which the Committee's Approval has been granted shall be registered in the Register.

CHAPTER V
REQUIREMENTS FOR THE REGISTRATION OF APPLIED RESEARCH

59. Information on Research for which the Committee's Approval has been granted shall be registered in the Register by the employees of the Applied Research Department.

60. The following data shall be provided in the Register:

60.1. the name, surname, institutional affiliation, position and email address of the Principal Investigator;

60.2. the title of the Research;

60.3. field(s) of science;

60.4. the type of scientific output produced and/or planned, such as an article, monograph, textbook, video recording, etc.;

60.5. Research data collection methods;

60.6. Research data analysis methods;

60.7. keywords;

60.8. funding sources;

60.9. the basis for the assessment of compliance with research ethics.

61. The Register shall be published on the KK intranet and shall be publicly accessible to the entire KK community.

CHAPTER VI
FINAL PROVISIONS

62. Personal data of Committee members and researchers shall be processed in accordance with the procedure laid down in the Description of the Procedure for Processing Personal Data at KK and in the Information Notices on the Processing of Personal Data (Annexes 5 and 6).

63. Procedural matters related to the activities of the Committee that are not provided for in these Rules of Procedure shall be resolved during Committee meetings.

64. The Rules of Procedure shall be approved, amended or repealed by order of the Director.

Point 64 was amended by Order of the Director No. 1-303 of 6 June 2025.

65. The Rules of Procedure shall enter into force upon their approval and shall be published in the KK internal within 2 working days.

66. The Rules of Procedure and other information on the activities of the Committee shall be

published on the KK intranet.

Annex 1 to the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics

DECLARATION OF IMPECCABLE REPUTATION AND DISCLOSURE OF PRIVATE INTERESTS

I, _____, being a candidate for membership of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija (hereinafter referred to as the Committee), hereby confirm that I am of impeccable reputation:

- I have not been convicted by a final judgment of any intentional criminal offence and do not have an unspent or unexpunged criminal record;
- I have not been dismissed from service or employment for a disciplinary violation, or more than five years have passed since such dismissal;
- I do not abuse alcohol or use narcotic, psychotropic or toxic substances.

I also confirm that there is no conflict of interest between Kauno kolegija and me, i.e. there are no circumstances related to my family, political or civic affiliation, economic interests or common interests with Kauno kolegija that would create a risk that I would be unable to perform my duties as a member of the Committee impartially and objectively.

I confirm that if, during my term of office as a member of the Committee, I establish that such a conflict of interest exists, arises, may arise or becomes apparent, I shall immediately notify the Committee thereof, and, if the existence of the conflict of interest is confirmed, I shall withdraw my candidacy or resign from the position of Committee member.

I confirm that all the information I have provided is correct.

_____ _____

(Date) *(name, surname, signature)*

Annex 2 to the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics

CONFIDENTIALITY AND IMPARTIALITY UNDERTAKING

DD/MM/YYYY
Kaunas

I, _____
(name, surname),
being a member of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija (hereinafter referred to as KK) (hereinafter referred to as the Committee), hereby undertake to:

1. perform responsibly the functions provided for in the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics, adopt decisions objectively and without prejudice, guided by the principles of impartiality, confidentiality and transparency;
2. protect and use, only for the purposes and in accordance with the procedure established by laws and other legal acts, all information provided to me and which became known to me in the performance of the functions of a Committee member;
3. store the information, data and documents entrusted to me in such a way that third parties would not have the opportunity to access or use them;
4. ensure the confidentiality of personal data and their proper processing;
5. inform the Chair of the Committee if any circumstances become apparent due to which I am unable to comply with the principles set out in Chapter 1.

I have been warned that if I breach this Undertaking, I shall be held liable in accordance with the procedure established by legal acts.
I confirm that I have familiarised myself with the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of KK.

_____ _____
(Signature) *(Name, surname)*

Annex 3 to the Rules of Procedure of the
Committee for the Assessment of the Compliance
of Applied Research with Research Ethics

EXPERT'S DECLARATION OF INTERESTS AND CONFIDENTIALITY

DD/MM/YYYY
Kaunas

I, _____

(name and surname of the Chair, member or invited expert (hereinafter referred to as the Expert) of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics)

being an Expert of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija (hereinafter referred to as KK) (hereinafter referred to as the Committee):

1. I undertake to perform the duties of an Expert of the Committee in accordance with the principles of independence, collegiality, transparency, respect, impartiality, justice, integrity and reasonableness.

2. I undertake to comply with confidentiality requirements and undertake to use all information related to the ethical assessment of planned Research (matters considered at meetings, opinions expressed by other members of the Committee or meeting participants, and documents submitted for assessment) solely for assessment purposes, and I undertake not to disclose such information for other purposes or to persons who are not members of the Committee.

3. If it becomes apparent that a person related to me by marriage, close kinship or affinity is participating in the planned Research whose ethical assessment is being carried out, or that, due to any other circumstances, I am unable to comply with the principles set out in Chapter 1 of this Declaration, I undertake to immediately notify the Chair of the Committee thereof in writing and to recuse myself from the ethical assessment of such Research. As the Chair of the Committee, I shall inform the Committee members and recuse myself from the ethical assessment of such Research. Information on recusal shall be recorded in the minutes of the Committee meeting.

I have been informed that persons related to me by marriage, close kinship or affinity are: spouse, grandparents, parents (adoptive parents), children (adopted children), their spouses, grandchildren, brothers, sisters and their children, as well as the parents, brothers, sisters and their children of my spouse.

I confirm that I have familiarised myself with the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of KK and the Description of the Procedure for the Assessment of the Compliance of Applied Research with Research Ethics at KK.

_____ _____

(name and surname of the Expert) *(signature)*

Annex 4 to the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics

THE COMMITTEE FOR THE ASSESSMENT OF THE COMPLIANCE OF APPLIED RESEARCH WITH RESEARCH ETHICS OF KAUNO KOLEGIJA

APPROVAL TO CONDUCT RESEARCH

DD/MM/YYYY
Kaunas

In accordance with the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija, approved by Order of the Director of Kauno kolegija No. *[number]* of *[date]*, and the Minutes of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija (hereinafter referred to as the Committee) No. *[number]* of *[date]*, the conduct of the following Research has been approved:

1.	Title of the Research	
2.	Project title, number and programme *[if the Research is carried out as part of a project]*	
3.	Duration of the Research	
4.	Principal Investigator	*[name, surname]*
5.	Contact details	*[phone number, email]*

The planned Research project does not contradict the general principles of research ethics.

Chair of the Committee [signature] [name and surname]

Annex 5 to the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics

INFORMATION ON THE PROCESSING OF PERSONAL DATA
(for a Committee member)

This document explains how Public Institution Kauno kolegija (hereinafter referred to as **KK**) processes the personal data of members (hereinafter referred to as **data subjects**) of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija (hereinafter referred to as the Committee).

The personal data of data subjects shall be processed in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as the **GDPR**), the Law on Legal Protection of Personal Data of the Republic of Lithuania, other legal acts, the Description of the Procedure for Processing Personal Data at Kauno kolegija, and the Rules of Procedure of the Committee for the Assessment of the Compliance of Research with Research Ethics, published at www.kaunokolegija.lt.

Data Controller	Kauno kolegija, legal entity code 111965284, address: Pramonės pr. 20, Kaunas, tel. +370 600 50 275, email:info@kaunokolegija.lt (hereinafter referred to as KK)
	Data Protection Officer of KK Neringa Lisina, tel. +370 609 96152, email: dap@kaunokolegija.lt
Purpose of personal data processing	For the purpose of administering the research and/or art process. For the purpose of providing information on studies, research and/or art, and project activities carried out by KK. The data are also processed for other activities of KK and its community members.
Scope of personal data processed by KK	KK processes the contact and personal data of Committee members that are mandatory for the implementation of the Committee's activities, such as name, surname, email address, telephone number, area of competence, term of office and facts concerning impeccable reputation.
Data processing operations carried out by KK	The following processing operations shall be carried out with respect to the listed personal data: (a) fulfilment of the requirements of applicable legal acts and documents (the European Code of Conduct for Research Integrity, the Declaration of Helsinki, the Recommendations for Research and Higher Education Institutions on the Preparation, Adoption and Implementation of Codes of Academic Ethics prepared by the Office of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania (2020 version), the Guidelines on Open Access to Scientific Publications and Data prepared by the Research Council of Lithuania, the Guidelines for the Assessment of Compliance of Research with Research Ethics approved by the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania, and the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics of Kauno kolegija); (b) maintaining relations with the data subject; (c) assessment and analysis of data, and publication of part of the data (name, surname, area of competence and term of office) on the KK website.

Legal grounds for the processing of personal data	Personal data shall be processed for the specified purposes: (1) where such an obligation is provided for in applicable legal acts (Article 6(1)(c) of the GDPR); (2) where processing is necessary for the purposes of the legitimate interests pursued by KK (Article 6(1)(f) of the GDPR).
Data source	KK receives the above-mentioned personal data from the data subject when they consent to become a member of the Committee.
Recipients of personal data / categories thereof	• Data centre and cloud computing service providers; • Software providers and persons maintaining the software; • Competent institutions and service providers, such as information technology companies that process data to ensure the development, improvement and maintenance of information systems; companies that ensure the sending of notifications to clients and provide security and other services, including legal, financial, tax, business management, personnel administration and accounting services; • Other persons with your consent, where such consent is obtained in a specific case; • Third parties, where part of the personal data (name, surname, areas of competence and term of office) is made publicly available on the KK website.
Personal data retention period	Personal data shall be stored for no longer than is necessary for the purposes for which they were collected, or for the period established by legal acts, including the General Index of Document Retention Periods.
Exercise of data subjects' rights	The data subject shall have the right to contact KK with a request: • to obtain access to the personal data processed by KK (Article 15 of the GDPR); • to rectify or erase them (Articles 16 and 17 of the GDPR); • to restrict the processing of personal data (Article 18 of the GDPR); • to lodge a complaint with the State Data Protection Inspectorate (more information is available at www.vdai.lrv.lt).
Procedure for appealing against actions or omissions of KK	The data subject's [personal data processing] carried out by KK as the Data Controller The processing of the data subject's personal data carried out by KK as the Data Controller may be appealed by the data subject to the State Data Protection Inspectorate.

***** Law on Legal Protection of Personal Data of the Republic of Lithuania.

****** 27 April 2016 Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Annex 6 to the Rules of Procedure of the Committee for the Assessment of the Compliance of Applied Research with Research Ethics

INFORMATION ON THE PROCESSING OF PERSONAL DATA
(for Researchers)

This document explains how Public Institution Kauno kolegija (hereinafter referred to as **KK**) processes the personal data of Researchers (hereinafter referred to as **data subjects**).

The personal data of data subjects shall be processed in accordance with the General Data Protection Regulation (EU) 2016/679 (hereinafter referred to as the **GDPR**), the Law on Legal Protection of Personal Data of the Republic of Lithuania, other legal acts, the Description of the Procedure for Processing Personal Data at Kauno kolegija, and the Rules of Procedure of the Committee for the Assessment of the Compliance of Research with Research Ethics, published at www.kaunokolegija.lt.

Data Controller	Kauno kolegija, legal entity code 111965284, address: Pramonės pr. 20, Kaunas, tel. +370 600 50 275, email:info@kaunokolegija.lt (hereinafter referred to as KK)
	Data Protection Officer of KK Neringa Lisina, tel. +370 609 96152, email: dap@kaunokolegija.lt
Purpose of personal data processing	For the purposes of administering the research and/or art process, concluding and performing applied research and experimental development contracts, recording and publicising the results of employees' research and/or art activities, and publishing research and/or art and other publications.
Scope of personal data processed by KK	KK processes the Researcher's personal data: name, surname, institutional affiliation, academic community group (lecturer, researcher, student), email address, telephone number, title of the Research, field(s) of science and signature.
Data processing operations carried out by KK	The following processing operations shall be carried out with respect to the listed personal data: (a) fulfilment of the requirements of applicable legal acts and documents (the European Code of Conduct for Research Integrity, the Declaration of Helsinki, the Recommendations for Research and Higher Education Institutions on the Preparation, Adoption and Implementation of Codes of Academic Ethics prepared by the Office of the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania (2020 version), the Guidelines on Open Access to Scientific Publications and Data prepared by the Research Council of Lithuania, the Guidelines for the Assessment of Compliance of Research with Research Ethics approved by the Ombudsperson for Academic Ethics and Procedures of the Republic of Lithuania, and the Rules of Procedure of the Committee for the Assessment of Compliance of Research with Research Ethics of Kauno kolegija); (b) maintaining relations with the data subject; (c) assessment and analysis of data, and publication of part of the data (name, surname, institutional affiliation (indicating the institution and affiliation with an academic community group: lecturer, researcher, student) and email address; title of the Research; field(s) of science) on the KK intranet.

Legal grounds for the processing of personal data	Personal data shall be processed for the specified purposes: (1) where such an obligation is provided for in applicable legal acts (Article 6(1)(c) of the GDPR); (2) where processing is necessary for the purposes of the legitimate interests pursued by KK (Article 6(1)(f) of the GDPR).
Data source	KK receives the above-mentioned personal data from the data subject when they submit a request for the assessment of compliance with research ethics.
Recipients of personal data / categories thereof	• Data centre and cloud computing service providers; • Software providers and persons maintaining the software; • Competent institutions, such as information technology companies that process data to ensure the development, improvement and maintenance of information systems; companies that ensure the sending of notifications to clients and provide security and other services, including legal, financial, tax, business management, personnel administration and accounting services; • Other persons with your consent, where such consent is obtained in a specific case; • Third parties, where part of the personal data (name, surname, institutional affiliation (indicating the institution and affiliation with the academic community group: lecturer, researcher, student) and email address; title of the Research; field(s) of science) is made publicly available on the KK intranet.
Personal data retention period	Personal data is stored for no longer than it is necessary for the purposes for which they were collected, or for the period established by legal acts, including the General Index of Document Retention Periods.
Exercise of data subjects' rights	The data subject shall have the right to contact KK with a request: • to obtain access to the personal data processed by KK (Article 15 of the GDPR); • to rectify or erase them (Articles 16 and 17 of the GDPR); • to restrict the processing of personal data (Article 18 of the GDPR); • to lodge a complaint with the State Data Protection Inspectorate (more information is available at www.vdai.lrv.lt).
Procedure for appealing against actions or omissions of KK	The data subject's [personal data processing] carried out by KK as the Data Controller The processing of the data subject's personal data carried out by KK as the Data Controller may be appealed by the data subject to the State Data Protection Inspectorate.

***** Law on Legal Protection of Personal Data of the Republic of Lithuania.

****** 27 April 2016 Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).