APPROVED BY
the decision of the Board of Directors
of NPJSC "Abylkas Saginov
Karaganda Technical University"
(Minutes No.10, dated 23.12.2021)

GUIDE

of ensuring the safety of information about non-profit joint-stock company "Abylkas Saginov Karaganda Technical University", which is a commercial secret and another secret, protected by law

Karaganda - 2021

1. General provisions

1.1 This Guide of ensuring the safety of information about NPJSC “Abylkas Saginov Karaganda Technical University” (hereinafter referred to as Company), which is a commercial secret and another secret, protected by law (hereinafter referred to as Guide), has been developed in accordance with the law of the Republic of Kazakhstan “On Joint-Stock Companies”, the Civil Code of the Republic of Kazakhstan, the Charter of the Company and other regulatory legal acts of the Republic of Kazakhstan and determines general norms of the information, which is the commercial secret and another secret of the company, protected by law, as well as measures, aimed at protecting it from illegal disclosure.

This guide is not applied to a procedure of working with restricted information, containing state secrets of the Republic of Kazakhstan, which is regulated by the law of the Republic of Kazakhstan, dated March 15, 1999 No. N 349-1 “On State Secrets” and the order of the Minister of Education and Science of the Republic of Kazakhstan “On approval of the list of restricted information of the Ministry of Education and Science of the Republic of Kazakhstan of limited distribution, marked “Restricted”.

1.2 The following notions and definitions are used in the guide:

1) A commercial secret is information, determined and protected by the company, free access to which, a limited circle of people has on legal grounds, disclosure, receipt, the usage of which can prejudice interests of the company.

2) Confidential information is any information with restricted access, as well as any undisclosed information, which has an actual or potential value by virtue of non-public nature, the disclosure of which gives significant advantages to the third parties or has significant adverse consequences for the company or an interested party, that has provided the information, because of that, access to it is limited and protected in accordance with the legislation of the Republic of Kazakhstan, internal acts of the company or agreements between the company and the third parties.

1.3 Protection of the confidential information consists in prohibition of the disclosure of the commercial secret and another secret, protected by law to a person, who does not have a right of access to protected information in any form, being accessible for perception.

1.4 Publicly available information includes well-known information and other information, access to which is not limited and provided for by the legislative acts of the Republic of Kazakhstan, the Charter and other internal documents of the company.

1.5 The necessity of providing, open publication of the information, which is the commercial secret and another secret of the company, protected by law, its amount, form and time of publication (provision) are determined by the Chairman of the Board - Rector of the Company.

2. The list of information, being the commercial secret and another secret of the company, protected by law

2.1 The commercial secret of the company includes the following information:

1) information about the decisions of production issues, organizational issues and other issues (decisions of the bodies and dutyholders of the company and other materials and documents, coming out of them), which are prepared, made and executed by the bodies of the company;

2) information, which is placed in the information and telecommunication network at certain network addresses, together with a set of exclusive rights (for domain names, databases and computer programs), the usage of which provides access to such information;

3) information about the used methods of information protection;

4) information about availability, balances and movement of the money on the company’s bank accounts;

5) content of the primary documents and accounting registers;

6) information, which is the confidential information of the Company’s contracting parties

in accordance with concluded contracts (agreements);

7) information about the procedure of organizing security alarm systems and protection of the company's facilities;

8) information, concerning intellectual property items, know-how.

2.2 The confidential information also includes:

1) personal data (personal information), information or data, enabling to ascertain the identity of an employee of the company, except for the publicly available information;

2) personal information (information about private life, diseases) about employees of the company, except for the publicly available information;

3) content of the labour contracts of the company's employees;

4) electronic digital signatures;

5) other information, determined and protected by the company, the free access to which, the limited circle of people has on legal grounds.

3. Access to information, relating to the commercial secret and another secret of the company, protected by law

3.1 Access to the information, being the commercial secret and another secret of the company, protected by law, is given to the Sole Shareholder, the Board of Directors and other employees of the company, who have access to the information and documents, which contain the commercial secret and another secret of the company, protected by law only in the amount, being necessary for them to perform their official duties.

3.2 The employee of the company has access to the information, being the commercial secret and another secret of the company, protected by law, after he has signed the obligation of non-disclosure of this information, provided for in the labour contract.

3.3 The documents, containing the commercial secret and another secret of the company, protected by law, are kept in the structural divisions of the company, the competence of which includes the information, contained in these documents.

3.4 Employees of the outside companies can be allowed to familiarize themselves and work with the documents, containing the confidential information, if there is a confidentiality agreement and/or a confidentiality contract between these organizations and the company, a reasoned written request from those organizations, where they work, specifying a theme of the task, which is performed and full name of the employee.

3.5 Original documents or copies of the documents, containing the commercial secret, can be at an executor for a period, which is necessary to perform the task, if they are provided with complete preservation, on his own responsibility.

3.6 The employees are not allowed to leave the original documents and the copies of the documents, which contain the commercial secret, on the desks, network equipment and copying equipment.

3.7 A leader of the structural division is immediately informed about the facts and circumstances of the loss of documents, containing the commercial secret or the disclosure of information, contained in them.

4. Responsibility

4.1 The employee is responsible for:

1) compliance with the established procedure of recording, usage, copying, storage and destruction of the documents, which contain the commercial secret and another secret, protected by law, in accordance with the current legislation of the Republic of Kazakhstan, this guide and terms of the labour contract;

2) disclosure of the information, being the commercial secret and another secret, protected by law;

3) illegal usage of the information, being the commercial secret and another secret, protected by law;

4) a breach of the provisions of this guide.

4.2 If the information, being the commercial secret and another secret, protected by law, is disclosed or illegally used, the employee bears disciplinary responsibility, civil liability and other responsibility, established by the legislation of the Republic of Kazakhstan.

A M E N D M E N T S H E E T

1. Amendment No. 1:

– Approved by the decision of the Board of Directors of NPJSC “Abylkas Saginov Karaganda Technical University” (Minutes No. 3 dated April 27, 2022).