

NJSC «ABAI KAZAKH NATIONAL PEDAGOGICAL UNIVERSITY»



APPROVED
by the decision of the Board of
Directors NJSC "Abai Kazakh National
Pedagogical University"
dated April 27, 2021
Protocol No. 5
Chairman of the Board of Directors
G.I. Issimbaeva



INSTRUCTION
on information of NJSC «Abai Kazakh National Pedagogical University», which
is a duty, commercial or other secrets protected by law.

Almaty, 2021

1. General Provisions

1.1. This Instruction on ensuring the safety of information about the Abai Kazakh National Pedagogical University (hereinafter referred to as the Company) approved in order to ensure the safety of duty, commercial and other information protected by law secret (hereinafter referred to as the Instruction) in accordance with the Civil Code of the Republic of Kazakhstan, Labor the Code of the Republic of Kazakhstan, the Entrepreneurial Code of the Republic of Kazakhstan, the Law of the Republic of Kazakhstan dated March 15, 1999 No. 349-I "On state secrets", the Law of the Republic of Kazakhstan dated May 21, 2013 No. 94-V "On personal data and their protection", the Law of the Republic Kazakhstan dated November 24, 2015 No. 418-V "On informatization", Resolution of the Government of the Republic of Kazakhstan dated December 31, 2015 No.1196 "On approval of the Rules for classifying information as restricted information and working with it", the Charter of the Company. This Instruction determines the general rules on information constituting the duty, commercial and other secrets of the Company protected by law, measures aimed at protecting them from illegal disclosure.

1.2. The duty secret of the Company is understood to be information that is not state secrets related to the personnel of the Company, its management, protected by the Company and not publicly available on equal terms for an unlimited number of persons.

1.3. The commercial secret of the Company to the extent permitted by the Charter of the Company is understood as information, which is not state secrets, related to management, technological information, finances and other activities of the Company, protected by the Company, free access to which only a limited number of persons have, disclosure, receipt, use of which may damage the rights and interests of the Company.

1.4. Confidential information is understood as information that is not state secrets related to the commercial and duty secrets of the Company, as well as any undisclosed information that, in the part permitted by the Charter of the Company, has actual or potential value due to its unknown to third parties, the disclosure of which provides significant advantages to third parties or has significant adverse consequences for the Company or another interested party that provided information, in connection with which, access to them is limited and protected in accordance with the current legislation of the Republic of Kazakhstan, regulatory documents of the Company or agreements between the Company and third parties.

1.5 Generalized information that does not disclose information related to commercial and official secrets about the activities of the Company is publicly available.

1.6 The composition and volume of confidential information, including those constituting commercial and official secrets, are determined by the Board of Directors of the Company.

1.7 Commercial and official secrets do not include:

- 1) the constituent documents of the Company;
- 2) information about vacancies, their number and their categories;



3) information to be disclosed in accordance with the current legislation of the Republic of Kazakhstan on the securities market;

4) other information, free access to which is provided for by the current legislation of the Republic of Kazakhstan, the Charter and other documents of the Company.

2. List of information constituting a duty and commercial secret of the Company

2.1 The following information constitutes the duty secret of the Company:

1) the staffing table of the Company;

2) personal data (information of a personal nature), information or data allowing the identification of the employees of the Company, with the exception of publicly available information;

3) personal information (information about private life, diseases) about the employees of the Company, with the exception of publicly available information;

4) documents and information on the amount and conditions of remuneration, bonuses and other remuneration of the Company's employees, with the exception of information that is subject to disclosure in accordance with the current legislation of the Republic of Kazakhstan;

5) own assessment and ratings of the teaching staff, scientific and other employees of the Company;

6) the content of the employment contracts of the employees of the Company;

7) electronic digital signatures.

2.2 The following information constitutes the trade secret of the Company:

1) information on the preparation, adoption and execution by the bodies of the Company of certain decisions on production, organizational and other issues (decisions of the bodies and officials of the Company and other materials and documents arising from them);

2) information posted in the information and telecommunication network at certain network addresses, in conjunction with a set of exclusive rights (to domain names, databases and computer programs), the implementation of which provides access to such information;

3) information about the applied methods of information protection;

4) personal data (information of a personal nature), information or data that allow identifying the identity of the student of the Company, with the exception of publicly available information;

5) personal information (information about private life, diseases) about the students of the Company, with the exception of publicly available information;

- 6) information on the availability, balances and movement of money in the bank accounts of the Company;
- 7) the content of primary documents and accounting registers;
- 8) information that is confidential information of the Company's counterparties in accordance with the concluded contracts (agreements);
- 9) information on the procedure and state of organization of security alarm systems and protection of the Company's facilities;
- 10) information related to the objects of intellectual property know-how.

3. Access to information related to duty and commercial secrets and confidential information of the Company

3.1 The Sole Shareholder, the Board of Directors, the Corporate Secretary, the Internal Audit Service, and the Management Board of the Company have access to information constituting a duty or commercial secret of the Company, the confidential information of the Company.

The rest of the Company's employees have access to information, documents containing duty or commercial secrets, and confidential information only to the extent necessary for them to perform their official duties.

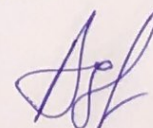
The personnel management department is responsible for maintaining the list of the Company's employees possessing information constituting a duty or commercial secret of the Company. Such a list is approved by the Management Board of the Company upon the recommendation of the head of the personnel management department.

3.2 The access of an employee of the Company to information constituting a duty and commercial secret of the Company is carried out after he signs a document on non-disclosure of this information, which is an integral part of the employment contract.

An employee who, by virtue of his official duties, has access to information constituting a duty and/or commercial secret of the Company, as well as an employee who will be entrusted with such information, must be familiarized with this Instruction by the responsible employee of the Personnel Management Department.

3.3 Documents containing duty and commercial secrets, confidential information must be stored in the structural divisions of the Company, the competence of which includes the information reflected in these documents. Providing an employee of one structural unit with access to duty and/or commercial secrets, confidential information stored in another structural unit, is carried out with the permission of the head of the corresponding structural unit.

3.4 Employees admitted to information constituting a duty or commercial secret are personally responsible for compliance with the established procedure for



recording, using, reproducing, processing, storing and destroying documents containing duty or commercial secrets, in accordance with applicable law, this Instruction and labor conditions, contracts.

3.5 From the date of employment and until the expiration of three years from the date of termination of the employment contract, the employee is obliged to keep secret information constituting a duty and commercial secret, which became known to him from work, to suppress the actions of other persons that may lead to the disclosure of such information.

3.6 Employees of third-party organizations may be allowed to familiarize themselves with and work with documents containing confidential information, duty or commercial secrets of the Company, if there is an agreement and/or a confidentiality agreement between these organizations and the Company, a motivated written request from those organizations in which they carry out labor activity, indicating the subject (list) of the task being performed and the surname, name and patronymic of the employee.

4. Ensuring the safety and checking the availability of documents

4.1 Documents containing duty and commercial secrets of the Company must be kept in office premises in securely lockable and non-combustible safes, metal cabinets (boxes) ensuring their physical safety.

4.2 Computers containing confidential information and information constituting a duty and/or commercial secret must be protected by a password.

4.3 Originals or copies of documents containing duty and/or commercial secrets can be kept by the contractor for the period necessary to complete the assignment, provided they are fully preserved, under his personal responsibility. After completing the assignment, the storage period for documents containing duty and/or commercial secrets with the executor (official) or in the relevant structural unit is no more than 3 (three) years.

4.4 Documents containing duty and/or commercial secrets are transferred to the archive by an authorized person upon the expiration of the storage period specified in clause 4.3. of this manual.

4.5 Employees are not allowed to leave originals and copies of documents containing duty and/or commercial secrets on their desktops, network printers and copiers.

4.6 About the facts of loss of documents containing duty and commercial secrets, or disclosure of information contained in them, the head of the structural unit and the responsible employee of the Human Resources Department are immediately notified. At the same time, these persons must be informed about the circumstances of the loss of documents.



4.7 For official investigation of the fact of loss of documents containing commercial and duty secrets, or the fact of disclosure of information contained in these materials, by order of the Chairman of the Management Board-Rector of the Company, a commission may be created. The materials collected by the commission during the investigation of such facts, the conclusion of the commission (act) on the results of the investigation are the basis for bringing the perpetrators to responsibility established by the current legislation.

5. Restrictions related to the use of information containing duty and commercial secrets

5.1 Employees who have access to the duty and commercial secrets of the Company are obliged to:

1) when working with proprietary information of limited distribution, be guided by the "Rules for classifying information as proprietary information of limited distribution and working with it" approved by the Government of the Republic of Kazakhstan dated December 31, 2015 No.1196.

2) keep duty and commercial secrets, which became known to them in connection with the performance of their official functions;

3) comply with the requirements determined by this Instruction, other provisions, rules, orders to ensure the safety of duty and commercial secrets;

4) not to use those who have knowledge of duty and commercial secrets to carry out certain activities that, as a result of a competitive action, may cause damage to the Company;

5) in the event of dismissal, termination of the employment contract, transfer all carriers of information and information that constitute a duty and/or commercial secret to their immediate supervisor or the person specified in the act of transfer and acceptance.

5.2 Employees are prohibited from:

1) to conduct conversations concerning the content of the duty and/or commercial secrets of the Company in the presence of unauthorized persons or employees of the Company, whose competence does not relate to these issues;

2) use information containing duty and/or commercial secrets in documents, articles and other sources intended for publication in the public domain without a corresponding written instruction or permission from the management;

3) present in writing information containing commercial secrets in applications on personal matters, complaints (in all applications), requests;

4) make notes, calculations, etc., revealing trade secrets in personal notebooks, notebooks, personal computers;



5) make copies of documents containing duty and/or commercial secrets without appropriate permission;

6) accumulate in desktops documents unnecessary for work, containing duty and/or commercial secrets;

7) remove from the premises, offices documents containing duty and/or commercial secrets without the permission of the heads of the Company in charge of the relevant structural divisions;

8) post documents containing duty and/or commercial secrets in global and local information networks.

6. Responsibility

6.1 Disclosure of information constituting a commercial, duty secret, as well as personal data, employees, illegal use of such information, as well as the loss of documents containing this information, is a violation of this instruction and the requirement of regulatory enactments specified in clause 1.1. and entails liability in accordance with the current legislation of the Republic of Kazakhstan, including: disciplinary, up to termination of an employment contract with an employee of the Company, criminal liability, as well as civil liability, in terms of compensation for losses caused to the Company, its shareholders and employees as a result disclosure of confidential information.

6.2 For the application of the penalty measure, bringing to the types of legal liability, a commission is created from among the authorized persons by the order of the Chairman of the Management Board - the Rector of the Company, decisions on them are drawn up in the protocol of the commission.

