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Article 1 **Introductory provisions**

- (1) The Committee for Cyber Security Management (hereinafter referred to as “Committee for CS” and cyber security as “CS”) of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) has been established by the Rector of TBU in order to secure the management of cyber security (hereinafter referred to as “CS”) in accordance with the Act No. 181/2014 Coll., on Cyber Security and on Amendments to Related Acts (the Act on Cyber Security), as amended (hereinafter referred to as “Cyber Security Act”) and Decree No. 82/2018 Coll. on Security Measures, Cyber Security Incidents, Reactive Measures, Requirements on Documents Submitted in the Area of Cyber Security and Data Destruction (Decree on Cyber Security).
- (2) This Rector's Directive sets out the basic scope of competence of the Committee for CS, membership of the Committee for CS, organization of its meetings, the manner of adopting resolutions and the outcomes of its meetings.

Article 2 **Activities of the Committee for CS**

- (1) In particular, the Committee for CS:
 - a) is in charge of the overall management and development of the TBU CS;
 - b) shall coordinate the preparation, implementation and development of the unified TBU Information Security Management System in the area of CS (hereinafter referred to as the “Information Security Management System”);
 - c) shall discuss and recommend to the TBU Rector for approval the concept of security policy and other documentation regarding the sphere of CS, and check the implementation thereof within TBU, help create the CS framework, set out principles, define strategic goals in the area of CS, and create a concept, and be responsible for the

- development of CS within TBU upon proposals by the CS Manager, and comment on proposals for the implementation of security processes submitted by the CS Manager,
- d) shall participate in the evaluation of the effectiveness of security measures, their consequences and suitability, and the identification of corresponding alternatives suitable for TBU,
 - e) shall discuss reports from audits of CS carried out in accordance with the Decree on CS, including reports on testing and evaluation of the effectiveness of the technical and organizational measures implemented to ensure the security of processing,
 - f) shall inform the TBU management board about measures to be taken in the area of CS.
- (2) In addition, the Committee for CS shall discuss and subsequently submit to the TBU Rector:
- a) assessment of the suitability or unsuitability of identified cybersecurity risks including the definition of an acceptable level of risk,
 - b) proposals for the allocation of funds for the area of CS,
 - c) proposals for determining the order of importance of implementation of relevant security measures and security projects proposed by the CS Manager.
- (3) The Committee for CS shall discuss and subsequently submit to the TBU Rector binding security documentation in the area of CS, in particular:
- a) organization and documentation of the Information Security Management System,
 - b) a list of important information systems and, if appropriate, a list of supporting information and communication systems included in the scope of the Information Security Management system, reports from the review of the Information Security Management System,
 - c) Reports on the Asset and Risk Assessment, Risk Management Plan and Applicability Statement.
- (4) The Committee for CS shall submit to the TBU Rector an informative report on its activities at least once per year, or, in the case of the identification of a cyber security incident, a report on the State of CS at TBU, including proposed measures to be adopted.
- (5) In the area of personal data protection, the Committee for CS has the following powers and responsibilities:
- a) comments on the design and implementation of security processes intended for personal data protection within the scope of CS measures,
 - b) informs the TBU management board about measures to be taken in the area of personal data protection within the scope of CS measures,
 - c) expresses its opinion on the acceptability or unacceptability of the identified risks to personal data protection, including the definition of the acceptable level of risk, while respecting the opinions of the Data Protection Officer,
 - d) submits a proposal for the allocation of funds in the area of personal data protection within the scope of CS measures,
 - e) discusses audit reports issued and approved by the internal auditor, and reports on testing and evaluating the effectiveness of the technical and organizational measures implemented to ensure the security of processing, and proposes measures to remedy the identified deficiencies.

Article 3
Composition of the Committee for CS

- (1) A member of the Committee for CS must be a member of the TBU management board or a person authorized by him/her, and the CS Manager.
- (2) In order to meet the basic requirements, the status of a member of the Committee for CS is an integral part of the duties to be performed on a job position within the TBU organizational structure, and the membership is transferred concurrently with the job position.
- (3) The Committee for CS has 6 members. The membership begins on the date the employee is employed in or appointed to the position listed in Paragraph 4.
- (4) The members of the Committee for CS include:
 - a) Vice-Rector for R&D and Creative Activities – Chairperson of the Committee for CS;
 - b) Data Protection Officer – Deputy Chairperson of the Committee for CS;
 - c) CS Manager (if this office is provided through an external entity – a legal entity, this person is deputized in the Committee for CS by a natural person who proves that s/he has been authorized to act as a deputy, or a member of its statutory body);
 - d) Bursar;
 - e) Head of the Information Technology Centre;
 - f) lawyer.

Article 4
Rights and responsibilities of the Committee for CS

- (1) Members of the Committee for CS are entitled to actively participate in the activities of the Committee for CS, to raise questions, suggestions, comments on the reports under discussion and proposals, or to express their opinions regarding the issues to be dealt with.
- (2) Members of the Committee for CS are obliged to attend the meeting of the Committee and to perform the tasks assigned to them by the Committee for CS.
- (3) In particular, the Chairperson of the Committee for CS:
 - a) is in charge of management and organization of activities of the Committee for CS,
 - b) shall coordinate the performance of tasks with the aim of achieving compliance between TBU information and communication systems and the Act on CS, Decree on CS, including the internal documentation.
- (4) The Committee for CS shall issue opinions, recommendations and other documents through the Chairperson of the Committee for CS.
- (5) On the basis of the discussion by the Committee for CS, the Chairperson of the Committee for CS shall submit to the TBU Rector approved tasks in the area of CS, drafts of documents

or requirements for the implementation of expenditures from TBU financial resources to provide the necessary level of CS.

- (6) In the absence of the Chairperson of the Committee for CS, the duties of the Chairperson of the Committee for CS shall be fulfilled by the Deputy Chairperson of the Committee for CS.

Article 5

Administration of the Committee for CS

- (1) The Secretary to the Committee for CS is in charge of the administration of activities carried out by the Committee for CS.
- (2) The Secretary of the Committee for CS is a TBU employee who has been appointed by the Chairperson of the Committee for CS.
- (3) The Secretary to the Committee for CS:
 - a) shall ensure the organizational, technical and administrative matters related to the activities carried out by the Committee for CS,
 - b) shall prepare the minutes of the meetings of the Committee for CS,
 - c) is responsible for the preparation and timely submission of supporting documents for discussion to the members of the Committee for CS in accordance with the instructions provided by the Chairperson of the Committee for CS,
 - d) shall regularly prepare information about the activities carried out by the Committee for CS.
- (4) All materials arising from the activities of the Committee for CS shall be stored and recorded in both digital and paper form in accordance with the TBU Regulations for Document Filing and Shredding.

Article 6

Meetings held by the Committee for CS

- (1) The meetings of the Committee for CS shall be convened as required, including extraordinary meetings, by the Chairperson of the Committee for CS, through the Secretary of the Committee for CS usually once per month, but at least once every 3 months.
- (2) The meetings of the Committee for CS are closed to the public. Depending on the nature of the materials discussed, other TBU employees or representatives of cooperating organizations may be invited to attend the meeting of the Committee for CS.
- (3) The meetings of the Committee for CS can be convened by the Chairperson of the Committee for CS and held also by means of remote communication tools.
- (4) The Chairperson of the Committee for CS shall convene meetings of the Committee for CS electronically no later than 7 working days before the date of the meeting. The invitation

shall contain the agenda for the meeting and supporting documents related to the issues to be discussed.

- (5) The agenda for the meeting of the Committee for CS shall be proposed by the Chairperson of the Committee for CS. It is based on materials submitted for discussion by the members of the Committee for CS and on tasks assigned during the previous meetings.
- (6) It is the responsibility of the Secretary to the Committee for CS to collect and distribute supporting documents for the meetings held by the Committee for CS.
- (7) If a member of the Committee for CS is unable to attend the meeting in person, he/she is obliged to notify the Chairperson of the Committee for CS of this fact, and he/she shall also forward his/her opinions on the individual items of the agenda for the meeting to the Chairperson.
- (8) The Chairperson shall organize the work of the Committee for CS and ensure that the resolutions adopted by the Committee for CS are fulfilled. In the absence of the Chairperson or if it is necessary to discuss or deal with urgent matters, the meeting shall be convened by the Deputy Chairman of the Committee for CS.
- (9) Each meeting of the Committee for CS must be recorded in electronic or written form, including an attendance list.
- (10) The Committee for CS is obliged to discuss all items specified by the Chairperson of the Committee for CS in the agenda for the meeting.
- (11) A clear opinion must be recorded on each item discussed, and if it is not possible to reach a clear conclusion on the issue at the given moment, the opinions of individual members of the Committee for CS must be recorded.
- (12) The draft minutes of the meeting shall be delivered to all members of the Committee for CS, who shall have the opportunity to comment on the draft minutes, no later than within 3 working days. If a member of the Committee for CS fails to comment on the draft within the deadline specified in the previous sentence, it is considered that he/she has no comments on the draft minutes of the meeting.
- (13) Comments of a member of the Committee for CS of a formal nature delivered within the deadline specified in the previous Paragraph shall be incorporated into the draft minutes. All members of the Committee for CS shall then receive the minutes of the meeting within 2 working days of the expiry of the deadline specified in the previous Paragraph. Comments of a member of the Committee for CS of a factual nature shall be discussed at the nearest meeting of the Committee for CS.
- (14) The minutes of the meeting held by the Committee for CS shall be sent electronically by the Chairperson of the Committee for CS through the Secretary of the Committee for CS to all members of the Committee for CS.

Article 7
Voting of the Committee for CS

- (1) The adoption of resolutions on matters discussed at a meeting of the Committee for CS is decided by an absolute majority of all members of the Committee for CS; in the event of equality of votes, the vote cast by the Chairperson of the Committee for CS shall decide. Invited attendees to the meeting do not have the right to vote.
- (2) Each item discussed shall be voted on separately.
- (3) In most cases, voting is open to the public. Private (secret) voting takes place in cases specified by the Committee for CS.
- (4) The minutes of the meeting shall not include the votes of individual members of the Committee for CS, but only the proportion of votes cast, while a written opinion of a member who is not present in person can also be considered a vote. In the event that a member of the Committee for CS requests the inclusion of his/her opinion on an item voted on, this opinion shall be recorded in the minutes.
- (5) Only members of the Committee for CS or deputies thereof authorized in writing have the right to vote. Invited attendees to the meeting shall not be present during the vote.

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