

Ordinance No. 37
of the Rector of Poznan University of Technology
of 28 July 2025
(RO/VII/37/2025)

on the introduction of
the Register of Poznan University of Technology IT Systems

Acting pursuant to Article 23 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), in connection with Article 13 of the Act of 17 February 2005 on the computerization of entities performing public tasks, **it is ordered** as follows:

§ 1

1. The "Register of IT Systems" platform, hereinafter referred to as the "ESI", is the basic source of information about the operated systems, applications, server services installed and launched as part of the University's infrastructure, hereinafter referred to as the "systems". It also includes websites that collect and process personal data that go beyond the name, surname, e-mail, phone number.
2. The aim of the ESI is to increase the security of the University's IT infrastructure, implemented through the ongoing central electronic documentation of information about the above-mentioned systems.
3. In particular, the ESI takes into account information related to:
 - 1) a given system, such as the name and description of a system, processed information and personal data,
 - 2) system architectures,
 - 3) server location,
 - 4) authorization method used,
 - 5) security measures used,
 - 6) licensed software,
 - 7) risk analysis,
 - 8) administrators of a given system.

§ 2

1. All systems operated at the University under which information, including personal data, is processed, in particular systems affecting the functioning and implementation of basic public services provided by the University, is subject to registration in the ESI system.
2. General-use applications (e.g. office software, software packages available under university-wide licenses) and websites that perform only information-related functions are exempt from an obligation to be registered in the ESI.
3. By default, the ESI system can be accessed by heads of organizational units.
4. Heads of organizational units are obliged to use the ePomoc system: pomoc.put.poznan.pl, e-mail: po-moc@put.poznan.pl to submit a request to extend the authorization for administrators of systems used within the supervised organizational units, as well as to report a need to update authorization in the event of personnel changes of administrators of maintained systems.
5. Heads of organizational units are obliged to supervise the work performed as part of an obligation to register systems in the ESI.
6. System administrators are obliged to register, continuously verify, and update records in the ESI in the range of administered systems, including the introduction of updates in the event of system decommissioning.

7. Access to the ESI system is granted to administrators of systems reported to the Services and Operation Office, whose data were entered into the ESI before the Ordinance came into force.

§ 3

The unit responsible for administering and supporting the ESI system users is the Services and Operation Office.

§ 4

Administrators of the currently operational systems are required to enter data into the ESI by the end of the calendar year.

§ 5

The Ordinance enters into force on the day of signing with effect from 1 October 2025.

The original signed by
Rector
of Poznan University of Technology
Professor Teofil Jesionowski, Ph.D., D.Sc.