

Notification of personal data processing for the purpose of implementing the agenda of the programme "Scholarships of the Government of the Czech Republic as part of Foreign Development Assistance" and providing services

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and

The Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Prague 1, IČO 00022985, mailing room email: posta@msmt.cz, data box ID: vidaawt (hereinafter the "MŠMT"), contact data for the data protection officer: Ministry of Education, Youth and Sports, Dr. Ing. Luboš Sychra, Karmelitská 529/5, 118 12 Prague 1, email: gdpr@msmt.cz

jointly act as the data controller for the purpose of processing personal data that you provide as the data subject.

For basic information about personal data processing on the part of the MŠMT as the data controller see: <http://www.msmt.cz/ministerstvo/zakladni-informace-o-zpracovani-osobnich-udaju-ministerstvem>

Information about personal data protection on the part of the DZS as a joint controller is to be found below in the Notification of personal data protection for the purpose of implementing the agenda of the programme "Scholarships of the Government of the Czech Republic as part of Foreign Development Assistance" and providing services:

The DZS only collects and processes those categories of your personal data as described under point 2 that we necessarily need in order to implement the tasks as described under point 1. The ways in which we use your personal data are described under point 3, and point 4 states how long we keep the data provided by you. Point 5 presents basic information about your rights in relation to the personal data that you provide.

1. Why we need the data

Your personal data are collected by the MŠMT as the data controller and the DZS as a joint controller:

- a) on a lawful basis resulting from Resolution of the Government of the Czech Republic No. 301 of 25 April 2012 concerning the Strategy for Granting Government Scholarships for Students from Developing Countries in 2013 – 2018, and on the basis of the Order of the Minister of Education No. 4/2014 of 28 January 2014, reg. no. MŠMT-44726/2013 concerning implementation of the programme Scholarships of the Ministry of Education, Youth and Sports to support the studies of foreign nationals at public higher education institutions in the Czech Republic
- b) on the basis of public interest for the purpose of implementing tasks identified for the DZS by the founding body in the DZS's Charter of Foundation in the context of

international cooperation in the area of education and other areas within the MŠMT's jurisdiction;

- c) on the basis of legitimate interest for the purpose of implementing tasks that, in the case of the MŠMT, relate to implementation and administration of the programme Scholarships of the Ministry of Education, Youth and Sports to support the studies of foreign nationals at public higher education institutions in the Czech Republic, and, in the case of the DZS, relate to implementation of tasks assigned to it by the MŠMT (for example, discussing applications with higher education institutions receiving students).

We only collect personal data that we necessarily need.

Without the personal data provided for the aforementioned purposes the DZS and the MŠMT cannot:

ad a); ad b)

- arrange for assessment of applications in terms of formal and quality requirements
- provide information about the results of assessment of applications
- provide documentation for the disbursement of funds for granted applications
- carry out monitoring and inspections of financial support beneficiaries
- implement evaluation and dissemination activities
- implement inspections as part of the internal control system of the MŠMT and DZS

ad c)

- work to continuously improve programme implementation
- conduct studies and analyses
- inform the general public, following anonymisation of personal data, about good practice examples

2. What data we need

3. We need the following categories of personal data from you for the purposes stated above:

ad a)

- name, surname, gender, date and place of birth, marital status, citizenship, permanent residency address, contact telephone number, education, language skills, current employment/studies, passport number, contact person (name, surname, address, email, telephone number), stays and trips abroad over the last 5 years

ad b)

- address and identification personal data - name, surname, email address, telephone number; photographs documenting events organised by the DZS;

ad c)

- address and identification personal data - name, surname, email address, telephone number; collection of data for the purpose of conducting analyses;

If the law requires this, we can fill in your personal data from public registers, lists, records or from third parties.

4. How we work with the data

We strictly protect your personal data. Personal data are processed both manually and via electronic information systems that are subject to physical, technical and procedural inspection. For the purpose of data protection we have security mechanisms in place entailing technical, organisational and personal measures. The DZS has integrated data security principles in line with ISO 27000. Compliance with the standard is confirmed by an external auditor every year.

Remote data processing and storage is not carried out by the DZS in its role of the data controller. All data are processed in the Czech Republic. The only exception is data entered by the data subjects directly in external databases.

Based on legal and/or public and/or legitimate interest the MŠMT and the DZS as joint data controllers pass on your processed personal data to the following recipients:

ad a); ad b)

- Ministry of Foreign Affairs of the CR
- Ministry of the Interior of the CR
- Ministry of Health of the CR and other bodies of state administration;
- relevant embassies

ad c)

- statistics and general information are, following anonymisation, made available to the public in both printed and electronic information materials issued by the DZS;
- the public as part of generalised information on the websites administered by the DZS

With your consent the DZS will provide your first name, surname and address to an external distribution company for the purpose of delivering specialist and info leaflets, newsletters and publications.

With your consent the DZS will publish your first name, surname, age, address and, possibly, photographs, at websites and in publications. Your consent to the publication of the above is entirely voluntary and you have the right to refuse consent, give consent only for specific purposes and also withdraw consent at any time.

In addition to the aforementioned recipients, personal data may also be obtained, in line with legal regulations, by public authorities as part of special surveys. No other third parties have access to your personal data.

5. How long we store the data

In line with internal regulations, and in line with legal regulations for some documents, the DZS stores documents containing your personal data for the period set out in the DZS data disposal plan:

- applications, data disposal 10 years after completion of the programme
- contracts on sending students, related correspondence and final reports, data disposal 10 years after completion of the programme;
- records, entries, operational documents, data disposal 10 years after completion of the programme.

As stated in the DZS's data disposal regulations, following this period the documents containing your personal data will be either passed on to the Czech National Archives or irreversibly destroyed, whatever the medium.

Any personal data that we keep solely on the basis of your consent to process the data will be stored until the moment you notify us of withdrawing your consent, or until the reason for their collection is no longer valid, depending what circumstance occurs earlier.

6. What are your rights

Any person whose data we process can make a request for information about their personal data processing and for access to the data. If the requests of the data subject are manifestly unfounded, excessive or, most importantly, repetitive, the DZS may charge a reasonable fee for the provision of information about the personal data processing. The fee must not exceed the necessary costs of providing such information. The request may be refused on the same grounds.

If you discover or assume that the processing of personal data is in conflict with your private and personal life protection or in violation of legal regulations, or that any of your personal data processed by us are not correct or complete, you can ask for explanation and, most importantly, request that we rectify the situation - i.e. correct, reduce or erase your personal data. In specific cases of data processing on the basis of the DZS's legitimate interest you have the right to object to the processing of personal data. In such cases we cease the relevant processing activity, provided that no other lawful basis prevents us from doing so. At any time you may withdraw your consent to the processing of your personal data.

To make a request please contact us through the relevant DZS communication channels. Following the claimant's identification as required by the law, you will be informed about the processing of your request within the period prescribed by the law

Should you wish to contact us with a query or complaint about how we processed your personal data, please use the tj8vfp3 data box, or do so in writing and send your letter to Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1. Your request will be forwarded to the relevant DZS staff who will cooperate with you in order to deal with the matter. If you are still of the opinion that your personal data were not treated in line with the law, you may turn to the Office for Personal Data Protection.