

## **Notification of personal data processing for the purpose of implementing organisation's tasks and providing services**

For the purpose of personal data processing the Centre for International Cooperation in Education, Na Poříčí 1035/4, 110 00, Praha 1, IČO 61386839, (hereinafter the DZS) is the controller of the data that you will provide to us as the data subject. We collect and process only those categories of your personal data 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. Should you have any questions concerning personal data protection you can contact us at [gdpr@dzs.cz](mailto:gdpr@dzs.cz), or through the [tj8vfp3](#) data box.

### **1. Why we need the data**

We collect your personal data:

- a) on the basis of the international Agreement concerning the Central European Exchange Programme for University Studies (CEEPUS III) about the implementation of the CEEPUS programme signed by member states that came into force on May 1, 2011 and the Agreement on processing pursuant to Article 28 GDPR within the EU / EEA between OeAD-GmbH as the legal entity of the Central CEEPUS Office and Centre for International Cooperation in Education;
- b) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body in the DZS Charter of Foundation that relate to providing for international cooperation in the area of schooling, education and other areas within the jurisdiction of the MoEYS;
- c) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the CEEPUS programme.

We are collecting only indispensable and necessary personal data.

Without the personal data provided for the purpose mentioned above we cannot:

ad a)

- provide information about the possibilities of participation in international programme CEEPUS
- keep records of applications for participation in international programme CEEPUS
- arrange for assessment of applications in programme CEEPUS in terms of formal and quality requirements
- provide information about the results of assessment of applications
- conclude contracts
- provide financial support for granted applications
- issue accounting documents
- carry out monitoring and inspections for financial support beneficiaries
- carry out evaluation and dissemination activities
- implement inspections as part of the DZS internal control system

ad b)

- provide information about possibilities and enable participation in other international programmes
- provide information about DZS activities and events
- enable participation in events organised by the DZS
- provide info materials and publications issued by the DZS

ad c)

- work continuously on improving programme implementation
- issue publications
- conduct studies and analyses
- inform the general public about good practice examples

## **2. What data we need**

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

ad a)

- address and personal identification data - particularly first name, surname, title, organisation, address (permanent / temporary), contact telephone number, e-mail address;
- information about studies (name of the HEI, faculty, chair and other respective institutions involved in the CEEPUS programme, subject of study, length of study, information concerning completed studies inc. mobilities abroad, knowledge of foreign languages)
- descriptive personal data - position in a company, participation in training, documentary photographs from realized projects and documenting events organized by the DZS,
- additional data - date of birth, place and country of birth, citizenship and sex of the participants of mobilities, in relevant cases information regarding cancelled mobilities due to act of God, information about the health condition (copy of the medical report)
- 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.

## **3. 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 where the DZS only operates as the data processor: As for the CEEPUS programme this concerns the database [www.ceepus.info](http://www.ceepus.info) provided by the central office of the programme where the central office is the data controller.

Based on legal and/or public and/or legitimate interest of the DZS we pass on your processed personal data to the following recipients:

ad a)

- Central CEEPUS office, National CEEPUS Offices, coordinators and contact persons of relevant CEEPUS networks, administrative staff of International Relations Offices in charge of the CEEPUS programme at HEIs
- control and audit bodies for tasks they are authorised to carry out;

ad b)

- Ministry of Education, Youth and Sports of the CR and other state administration bodies;

ad c)

- the public as part of generalised information presented in printed and electronic info materials issued by the DZS;
- the public as part of generalised information at the web pages administered by the DZS

With your consent we 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 we will publish your first name, surname, address, including photographs, at websites and in publications.

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.

#### **4. How long we store the data**

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

- registration at events, data disposal 30 years after completion of the programme;
- applications, data disposal 30 years after completion of the programme;
- contracts, related correspondence and final reports, data disposal 30 years after completion of the programme;
- project folder including monitoring visits and records from inspections, data disposal 30 years after completion of the programme;
- accounting documents, data disposal 30 years after completion of the programme;
- web-based information, social networks, data disposal 30 years after completion of the programme;
- records, minutes, operational documents, data disposal 30 years after completion of the programme.

Following this period the documents containing your personal data, whatever the medium, will be irreversibly destroyed.

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.

## **5. 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.