



## Notification of personal data processing for the purpose of implementing the AKTION Austria - Czech Republic, programme agenda and providing services

For the purpose of personal data processing, the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 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 work plan for the programme “Aktion Czech Republic – Austria, Cooperation in Science and Education,” signed by the joint committee in Prague on June 30, 2015 for the period of 2016 – 2019 (2022) on the basis of the article 18 of the International Agreement between the Czech Republic and the Republic of Austria and concerning cooperation in the fields of culture, education, youth and sports from November 21, 2018 and on the basis of the Regulation of the Minister of Education, Youth and Sports of the Czech Republic Nr. 4/2014 from January 28, 2014 and its Attachment Nr. 4 “Scholarships of the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter MoEYS of the CR) for the programme Aktion”;
- 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 realisation, administration and implementation of the Aktion Czech Republic - Austria 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 the international programme Aktion Czech Republic – Austria;
- keep records of applications for financial support;
- ensure assessment of scholarship and grant applications in terms of formal and quality requirements;
- provide information about the results of the assessment of applications;
- ensure data necessary for the provision of financial support to successful applicants;
- provide information and support throughout the realisation of projects;
- 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 what is available and enable participation in other international programmes administered by the DZS based on the Charter of Foundation;
- 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:

In terms of applicants from the Czech Republic:

- personal identification data: name, surname, birth name, date of birth, address, citizenship, academic degree, phone number, e-mail address;
- data concerning the home institution: name of Higher Education Institution (hereinafter HEI), faculty and department in the Czech Republic;
- data concerning position in the organisation;
- data concerning language skills/level;



- data concerning the planned scholarship stay: academic year, semester, duration of the scholarship stay, length of the scholarship stay;
- data concerning the host institution: name of the HEI, faculty and department in Austria;
- data concerning the research proposal: topic/field;
- signature.

In terms of applicants from Austria:

- personal identification data: name, surname, academic degree, date of birth, address, citizenship, phone number, e-mail address;
- data concerning the home institution: name of the HEI, faculty and department in Austria;
- data concerning the study field: name of the study field;
- data concerning the host institution: name of the HEI, faculty and department in the Czech Republic;
- data concerning the planned scholarship stay: duration of scholarship stay, semester, number of granted scholarship months, grant amount, accommodation address in the Czech Republic;
- signature;
- name, surname and academic degree of the advisor at the host HEI in the Czech Republic, address of his/her place of employment, phone number and e-mail address;
- name, surname, academic degree of the administrative staff member of the International Relations Office in charge of the Aktion Czech Republic – Austria programme at the HEI in the Czech Republic, including his/her address, phone number and e-mail address.

In terms of applicants from Austria for the participation at the Summer Schools of Slavonic Studies in the Czech Republic:

- personal identification data: name, surname;
- data concerning the home and host institution in the Czech Republic: name of the HEI, faculty and department;
- data concerning the study: name of the study field;
- data concerning the planned scholarship stay: duration of scholarship stay/name of the summer language school in the Czech Republic.

In terms of advisor in the Czech Republic:

- personal identification data: name, surname and academic degree;
- data concerning the host HEI in the Czech Republic the advisor is employed at: name of the HEI, faculty, department, address of the department, phone number, e-mail address.



In terms of the administrative staff member of the International Relations Offices in charge of the Aktion Czech Republic – Austria programme at the HEI in the Czech Republic:

- personal identification data: name, surname and academic degree;
- data concerning the department of the host HEI in the Czech Republic: name of the HEI, faculty, address of the department, phone number, e-mail address.

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 ČSN EN ISO/IEC 27 001. 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.

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)

In terms of scholarship holders from the Czech Republic and from Austria in the frame of fulfilling of international agreements:

- partner office of MPC OeAD-GmbH in Vienna;
- control and audit bodies for the tasks they are authorised to carryout;

Additionally, in terms of scholarship holders from Austria:

- administrative staff of International Relations Offices in charge of the Aktion Czech Republic – Austria programme at HEIs in the Czech Republic;
- academic advisor at the target university.

ad b)

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



ad c)

In terms of scholarship holders from the Czech Republic and from Austria:

- Ministry of Education, Youth and Sports of the CR;
- Ministry of Foreign Affairs of the CR (to local representative bodies in the case of exchange of scholarship holders);
- Ministry of the Interior of the CR;
- Members of the Steering Committee of the Aktion Czech Republic – Austria programme;
- external experts who are evaluating scholarship applications.

In terms of scholarship holders from the Czech Republic:

- the public in the form of tables with the summary of the granted scholarship months, including name, surname, academic degree, name of the home HEI and faculty and name of the host HEI, number of granted scholarship months. Tables with these data are published on the web page administrated by the DZS.

In terms of scholarship holders from the Czech Republic and from Austria:

- the public in the form of scholarship reports on the web page administrated by the DZS. A scholarship report includes name, surname, name of the home HEI and faculty, name of the host HEI and faculty, duration of scholarship stay, semester, field of study, research proposal topic, name and surname of advisor.

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 and 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:

- registration at events – data disposal 10 years after completion of the programme period;
- scholarship applications and grant applications – data disposal 10 years after completion of the scholarship stay/project completion;



- contracts – data disposal 10 years after completion of the scholarship stay/project completion;
- related correspondence and final reports – data disposal 10 years after completion of the scholarship stay/project completion;
- records, minutes, operational documents – data disposal 10 years after completion of the programme.

Following this period, the documents containing your personal data, whatever the medium, will be referred to the National Archives or 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 on 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.