



## Notification of personal data processing for the purpose of implementing the Academic Information Agency programme agenda and providing services

For the purpose of personal data processing, the Ministry of Education, Youth and Sports (hereinafter the MoEYS) and the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 1, IČO 61386839 (hereinafter the DZS) are the controllers 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 [gdp@dzs.cz](mailto:gdp@dzs.cz), or through the tj8vfp3 data box.

### 1. Why we need the data

We collect your personal data:

- a) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body in the 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;
- b) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the Academic Information Agency programme, resulting from some bilateral agreements between the Czech Republic and various countries;
- c) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body that relate to issuing the confirmation of posting to study abroad (i.e. posting to the former Eastern Bloc countries) of Czechoslovak citizens before 1989.

We only collect data that are absolutely necessary.

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

ad a) as part of the Academic Information Agency programme:



- provide information about the possibilities of participation;
- keep records of applications for scholarships;
- ensure assessment of the applications for scholarships in terms of formal requirements;
- provide information about the results of the assessment of applications;
- conclude contracts;
- provide information and support;
- implement evaluation and dissemination activities;
- implement inspections as part of the DZS internal control system
- work on continuous improvement of programme implementation;
- issue publications;
- carry out studies and analyses;
- provide information to the general public about good practice examples.

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
- work on continuous improvement of programme implementation.

ad c) as part of the Academic Information Agency programme:

- issue the confirmation of posting to study abroad (i.e. posting to the former Eastern Bloc countries) of Czechoslovak citizens before 1989.

## 2. What data we need

We need the following categories of personal data from you for the purposes stated under point 1:

ad a)

- address and personal identification data - particularly the name, surname, maiden name, title, contact address, telephone number, email address;
- photographs documenting implementation of projects and events organised by the DZS;
- descriptive personal data - position in a company, participation in training;
- additional data - date of birth, citizenship and gender of the participants, a copy of the passport (or transcript of passport data) in precisely defined cases and where the rationale for this request is provided, medical report on the health condition of the participant in precisely defined cases and where the rationale



for this request is provided, CV, required country of study, level of study abroad, name of the school abroad, time period of study abroad, language skills;

- information about the level of educational attainment and current studies (name of education institution, faculty, field of study, year of study, type of study, proof of examinations passed, copy of the higher education diploma);
- in case of underage applicants - passport photography, information about the legal guardian (name, surname, address, telephone number, email, bank account), copy of a school report, confirmation of payment for the transport (in relevant cases).

ad b)

- address and personal identification data - first name, surname, title, contact address, contact telephone number, email address, organisation, position in the organisation, signature.

ad c)

- address and personal identification data - first name, surname, surname at the time of study (if different), title, date of birth, information about the study (country, city, school name, faculty, time period of study), contact address, contact telephone number, email 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. In the case of the Academic Information Agency programme, these are IT tools and databases where the DZS 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:

- the MoEYS and other state administration bodies;



- control and audit bodies for tasks they are authorised to carry out;
- receiving organisations and their relevant partners in the case of a specific set of international activities;
- only generalised information presented in printed and electronic info materials issued by the DZS is provided to the public;
- only generalised information presented at the web pages administered by the DZS is provided to the public.

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 only with your consent.

We will publish your first name, surname and address on websites and in DZS publications only with your consent.

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 activity;
- applications, data disposal 10 years after completion of the activity;
- contracts, related correspondence and final reports, data disposal 10 years after completion of the activity;
- project folder including monitoring visits and records from inspections, data disposal 10 years after completion of the activity;
- accounting documents, data disposal 10 years after completion of the activity;
- web-based information, social networks, data disposal 10 years after completion of the activity;
- records, minutes, operational documents, data disposal 10 years after completion of the activity;
- Barrande Fellowship Program : approved applications 5 years after completion of the activity;
- Barrande Fellowship Program : not approved applications 1 year after completion of the activity.



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 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.