



## Notice of personal data processing for participants in research carried out by DZS

Dům zahraniční spolupráce (The Czech National Agency for International Education and Research), Na Poříčí 1035/4, 110 00 Praha 1, reg. No.: 61386839 (hereinafter DZS), is a data controller for the purpose of processing personal data that you as a data subject provide. Personal data protection is very important to us and therefore, we always proceed in accordance with valid legal regulations. We collect and process only those categories of your personal data as described in Article 2 that we must have for the purposes specified in Article 1. Details regarding your personal data processing are provided in Article 3 and information on how long we keep data that you provide us is specified in Article 4 below. Article 5 states basic information about your rights with respect to the personal data that you have provided.

Should you have any questions related to personal data processing, you can reach us by e-mail [at\\_gdpr@dzs.cz](mailto:at_gdpr@dzs.cz), or at data box tj8vfp3.

### 1. What we need your personal data for

We collect your personal data for the following reasons:

- a) To conduct research, studies and analyses for which we have a legitimate interest in order to fulfil tasks related to the implementation and dissemination of educational programs administered by DZS;

Without your personal data provided for the said purpose, we cannot:

Ad a)

- Ensure data collection and processing and disseminate outputs regarding the impact of training programmes;
- Receive feedback to improve the quality of DZS services.

We only collect personal data that are necessary. We never link outputs to specific individuals who provided the data. All data is pseudo-anonymised and we only use the data provided in the context of the research.

### 2. What kind of data we need

For this purpose, we need one or all of the following categories of personal data from you, depending on the specific type of research, study or analysis being conducted:

Ad a)

- name and surname
- contact phone number;
- contact e-mail;
- name of organisation;



- position in the organisation;

In the case of qualitative research (such as in-depth interviews, focus groups), a non-public audio and visual recording is made solely for the purpose of processing the outputs with the prior consent of the research participants.

### 3. How we process your personal data

All personal data we have collected are thoroughly protected. Personal data are processed manually and in electronic information systems that are subject to physical, technical and procedural checks. For the purpose of data protection, we have set safety mechanisms including technical, organizational and personnel measures. DZS has integrated principles of data security in accordance with ČSN EN ISO/IEC 27 001. Every year, an external auditor confirms compliance with the above standard.

Your personal data provided to participate in the research are processed within the DZS.

We transfer your processed personal data to the following recipients where necessary in our legitimate and/or public interest:

Ad a)

- The Ministry of Education, Youth and Sports
- The European Commission and the control bodies of education programmes;
- Research-based Analysis and Monitoring of Erasmus+: Youth in Action (RAY Network);
- Audit and control bodies within the scope of their mandates;

We will provide your name, surname, e-mail and telephone number to an external research agency for the purpose of conducting research or processing data only with your consent.

In addition to the above recipients, personal data within the framework of a particular inquiry in accordance with legal regulations may also be delivered to public authorities. Your personal data may not be accessed by any third parties.

### 4. How long we keep your personal data

Based on our internal rules, we store documents containing your personal data only over the period provided for by DZS's filing plan and retention schedule:

Ad a)

- Records of participants in research, studies and analyses organised by DZS, including CZELO, in the internal database, application – are destroyed 10 years after the programme ends (in the CEEPUS programme, 30 years after the programme ends);



- audio and video recordings made during the qualitative research process (in-depth interviews, focus groups) in digital repositories are disposed of after 5 years

After the defined period of time, documents containing your personal data stored in all media will be irreversibly destroyed.

Any personal data that we hold only based on your consent to its processing will be retained until you notify us that you withdraw your consent or until the reason for collecting it has ceased, whichever happens sooner.

## 5. What rights you have

Anyone whose personal data we process can request information about his/her personal data processing and gain access to it. Where requests made by a data subject are obviously unjustified or inappropriate, especially because they are repeated, DZS may require reasonable payment for the provision of such information on personal data processing that does not exceed the costs needed to provide such information. Any request may be rejected for the same reasons.

If you find out or believe that personal data processing is being performed contrary to your private and personal life protection, or that any of your personal data that we process are incorrect and/or incomplete, you may ask for an explanation and request that we remedy the situation, i.e. request a correction, restriction or deletion of your personal data. In specific cases of data processing for DZS's legitimate interests, you can also raise an objection to processing in which case, unless another legal regulation prevents it, we will terminate the data processing operation.

To submit your request, use the contacts provided below. After identifying the applicant as prescribed, we will inform you that your application has been processed pursuant to relevant legal regulations within the statutory time limit.

If you wish to address us with a complaint concerning your personal data processing, you can contact us directly by e-mail at [gdpr@dzs.cz](mailto:gdpr@dzs.cz) or at data box tj8vfp3. We will investigate your complaint and work with you to resolve it. If you still believe that your personal data are not being appropriately processed according to the law, you can refer to the Office for Personal Data Protection.