



Information on personal data processing for attendees of educational events, workshops, conference, and other events organised by the Czech National Agency for International Education and Research (including the Czech Liaison Office for Education and Research in Brussels, hereinafter CZELO) and of taking photographs/video and audio recordings at the events

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 is provided in Article 3 and information on how long we keep data that you provide 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, or at data box tj8vfp3.

1. What we need your personal data for

We collect your personal data for the following reasons:

- a) To provide, as part of DZS's legitimate interest, for your **participation or lecturing at educational events, workshops, conferences and other events organised by DZS (including the Czech Liaison Office for Education and Research in Brussels, hereinafter CZELO)** held both within and outside DZS including online formats for your further professional development, especially in the following fields: project and financial management of programmes administered by DZS, the European Commission (hereinafter the Commission) and European Union (hereinafter EU) agencies; applications for grants/accreditation in programmes administered by DZS, the Commission, and EU agencies; sharing experience and best practices from project implementation and participation in programmes administered by DZS, the Commission and EU agencies; sharing experience and best practices from project implementation and participation in programmes in the field of science, research and innovation (hereinafter SRI); obtaining knowledge in the field of internationalisation and higher education promotion; obtaining knowledge in the field of internationalisation and SRI promotion;
- b) To promote DZS's activities and programmes as part of DZS's legitimate interest.

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



Ad a)

- to accept your application to attend an educational event, workshop, conference, or other event organised by DZS or CZELO;
- to be able to provide for your participation, prepare an attendance sheet containing your personal data (name, surname, prefix/suffix, institution name, and in some cases, your position in the institution, contact telephone number, contact e-mail, signature);
- to be able to provide for your online participation, register you in the application with your personal data (name, surname, contact e-mail), and, in some cases, the name of your institution and your position in it;
- register your attendance in an internal database;
- record the number of participants for the purpose of recognition of financial expenses for the event;
- inform you about current anti-epidemic measures; or ensure the safety of the participants of the educational event;
- inform you of the cancellation or change of the event;
- issue certificates of attendance at the educational event;
- send you credentials or an evaluation survey to the e-mail address that you provided.

Ad b)

- inform interested persons, children's parents and the public of past events, their focus, presenters, and participants;
- promote DZS's events that we organize for interested persons, children, and the public;
- provide materials, recordings and/or photographs from events.

We only collect that personal data that are necessary

2. What kind of data we need

For the above purpose, we need the following personal data categories from you:

Ad a)

- name and surname, prefix/suffix;
- signature;
- citizenship;
- vehicle registration plate;
- contact phone number;
- contact e-mail;
- institution name;
- your position in the institution;
- the field of SRI in which you work;



- the field of education in which you work.
- Individual information about your accommodation, dietary needs (allergies) and travel arrangements.

At online events, your face (incl. your name, surname, e-mail address, and in some cases, your institution's name) may be displayed.

Ad b)

- photographs, images, and video recordings;
- name, surname, institution name and contact e-mail from the registration form.

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 for your participation in an educational event, workshop, conference, or other event organised by DZS are processed by DZS. We do not use any external data processors. We do not process and store data remotely. All personal data are processed in the Czech Republic.

Your processed personal data are delivered to the following recipients as part of our legitimate and/or public interest:

Ad a)

- The Ministry of Education, Youth and Sports
- The Ministry of Finance;
- The Office for the EEA Financial Mechanism;
- The European Commission and the control bodies of education programmes;
- Audit and control bodies within the scope of their mandate;
- Co-organisers of online and attendance events in order to provide for required operating conditions to ensure proper access to and participation in each event.

Ad b)

Selected reportage photographs are published as part of our legitimate interest in the



following manner:

- in published printed materials;
- at the microsite of the events and on DZS website, on DZS's social media and in DZS's newsletters;
- in promotional materials and on DZS's banners.

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.

We will disclose your name, surname, and contact address on DZS websites and publications only subject to your approval.

We will enter your name, surname, institution name, your position in the institution, contact e-mail, and contact telephone into our internal database only subject to your approval to be able to inform you about upcoming events.

Your name, surname and address will be provided to an external distributor for the purpose of delivering professional and informational flyers, newsletters, and publications only subject to your approval.

Reportage photographs, images and video recordings are collected to a reasonable extent after you have been informed thereof in advance. Subsequently, all personal data we have collected are thoroughly protected.

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)

- registrations for educational events, workshops, conferences, and events organised by DZS, including CZELO – destroyed 10 years after the programme ends (in the CEEPUS programme, 30 years after the programme ends);
- records of attendees of educational events, workshops, conferences, and events organised by DZS, including CZELO, in the internal database, application – destroyed 10 years after the programme ends (in the CEEPUS programme, 30 years after the programme ends).

Ad b)

- reportage photographs, images and sound recordings stored in digital repositories are disposed of after 5 years;
- photographs, images, and sound recordings published on websites and social media are disposed of after 10 years.



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

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 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.