



INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE MANAGEMENT OF THE PROCUREMENT AGENDA, CONTRACTUAL DOCUMENTS AND THE FLIGHT/HOTEL BOOKING AGENDA

The Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00, Prague 1, ID No. 61386839 (hereinafter referred to as DZS) is the data controller for the purposes of processing personal data that you, as a data subject, provide to us. We collect and process only those categories of your personal data described in section 2 that we strictly need to fulfil the purpose described in section 1. You can read about how we handle your personal data in section 3 and how long we store the data you provide in section 4. Section 5 provides basic information about your rights in relation to the personal data you have provided.

Contact details of the Data Protection Officer:

DZS provides the following contact details for communication and enquiries relating to the processing of personal data:

- Name and surname: Linda Anušic
- Correspondence address: Na Poříčí 1035/4, 110 00 Prague 1
- Email address: gdpr@dzs.cz
- Telephone: 725 358 686
- Data box ID: tj8vfp3
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2. Why we need the data

We collect your personal data as necessary:

- a. for a statutory reason pursuant to Act No. 134/2016 Coll. on public procurement (including small-scale public procurement), as amended, for the purpose of carrying out a proper procurement procedure and for the subsequent conclusion of a contractual relationship with the winning supplier and the acceptance of an accounting document in accordance with Act No. 563/1991 Coll, the Accounting Act, as amended, Decree No. 410/2009, implementing certain provisions of Act No. 563/1991 Coll., as amended; the Czech Accounting Standards for certain selected accounting units that keep accounts in accordance with Decree No. 410/2009 Coll., as amended, Act No. 235/2004 Coll., on value added tax, Act No. 586/1992 Coll., on income taxes; as instructed by the Treasury in order to fulfil the obligations arising from these Acts,
- b. for the performance of a contract to which the data subject is a party.

Without the personal data provided for the above purposes, we cannot:

re a)

- contact the tenderer (representative of the tenderer) in a proper manner when fulfilling the duty to use electronic communication to provide clarification or completion of data, documents, samples or models of the bid, completion of the qualification requirements,



- enter into a contractual relationship with the winning supplier,
- register, account for or pay invoices;

re b)

- register you in the information systems of the DZS, the European Commission and the entities that manage international training programmes, if these information systems are necessary for the performance of the subject of the contract,
- register, account for and pay invoices,
- arrange the purchases of airline tickets and hotel reservations for cooperating entities.

3. What data we need

For these purposes, we need the following categories of personal data from you:

re a)

- address and identification personal data - in particular name, surname, title, registration number, VAT number, company name, registered office, contact address, contact telephone number, email address, bank details;

re b)

- address and identification personal data - in particular name, surname, title, registration number, VAT number, company name, registered office, contact address, contact telephone number, email address, bank details.
- birth registration number, passport or other travel document number, including date of issue and expiry date, (for airline ticket purchases and accommodation bookings only).

If required by law, we may supplement your personal data from publicly available registers, lists, records or from third parties.

4. How we work with data

Personal data are strictly protected in our company. Personal data are processed manually and in electronic information systems subject to physical, technical and procedural controls. In order to protect data, we have security mechanisms in place, including appropriate technical, organisational and staffing measures.

The remote processing and storage of data is not carried out by DZS as the controller. All personal data are processed in the Czech Republic. Exceptions are data processed within the framework of European Commission programmes and international training programmes (IT tools for programmes and activities administered by DZS). The personal data of data subjects appearing in procurement or contractual documents that are uploaded directly to the contracting authority's profile for participation in a procurement procedure or data entered for the purpose of fulfilling a legal obligation in the case of the register of contracts published in the relevant information systems by the following controllers:



- MEYS multi-profile in Tenderarena <https://www.egordion.cz/nabidkaGORDION/profilMsmt> , where the data controller is Tender systems s.r.o.;
- MEYS multi-profile in the National Electronic Tool <https://nen.nipez.cz/profil/DZS>, where the data controller is the Ministry for Regional Development;
- Public Procurement Bulletin <https://www.vestnikverejnychzakazek.cz/>, where the data controller is the Ministry for Regional Development;
- Register of contracts for contracts exceeding CZK 50,000 excluding VAT <https://smlouvy.gov.cz/>, where the data controller is the Ministry of the Interior.

We transfer your personal data that we process to the following recipients on the basis of legitimate interest and for the performance of the DZS contract:

re a)

- members of the selection board;
- DZS consultants and employees cooperating in the public contract - contractual relationship;
- Ministry of Education, Youth and Sports;
- inspection and audit bodies within the scope of their mandate.

re b)

- The European Commission and the entities that manage international training programmes.
- IC Travel Group s.r.o. (processor in the purchase of flights and accommodation).

In addition to these recipients, public authorities may also receive personal data as part of a special investigation conducted in accordance with the law. No other third parties have access to your personal data.

5. How long we keep the data

In accordance with our internal policies, or for certain documents in accordance with the legal requirements, we retain documents containing your personal data for the period of time specified in the DZS shredding plan:

- tenderers' bids, contracts and related correspondence are shredded 10 years after the end of the programme;
- records, minutes and operational documents are shredded 10 years after the end of the programme.
- electronic communication relating to air ticket purchases and hotel reservations is erased after 5 days

After the specified period of time, the documents containing your personal data on all media will be irreversibly destroyed.

Any personal data that we hold only on the basis of your consent to its processing will be retained until you notify us that you withdraw your consent or until the reason for its collection has ceased, whichever occurs sooner.



6. Your rights

Anyone whose personal data we process can request information about the processing of their personal data and access to it. In cases where requests made by the data subject are manifestly unfounded or disproportionate, in particular because the requests are repeated, DZS is entitled to charge a reasonable fee for the provision of information on the data subject's personal data processed, not exceeding the costs necessary to provide the information. A request may be refused for the same reasons.

If you discover or believe that your personal data are being processed in violation of the principles assuring the protection of your private and personal life or in violation of the law, or that any of your personal data processed by us are incorrect or incomplete, you have the opportunity to request an explanation and, in particular, to request that we remedy the situation, i.e. rectify, restrict the processing of or erase your personal data. In specified cases where your personal data are processed in the legitimate interest of DZS, you may also exercise your right to object to the processing, in which cases, unless prevented by another legal title, we will terminate the respective processing operation. If you have granted your consent to processing, you may withdraw it at any time.

To make a request, please contact us through the established DZS communication channels. After your identity as the applicant has been proven as prescribed by law, we will inform you that your application will be processed in accordance with the relevant legal requirements within the statutory time limit.

If you wish to contact us with a complaint or suggestion about how we have processed your personal data, please contact us via data box tj8vfp3 or in writing to the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 1. Your complaint will be forwarded to the responsible DZS staff member, who will then deal with it and work with you to resolve it. If you still believe that your personal data has not been treated in a reasonable manner in accordance with the law, you may contact the Office for Personal Data Protection.