

Czech National Agency for International Education and Research Privacy Policy

The Czech National Agency for International Education and Research (DZS) is a contributory organisation of the Ministry of Education, Youth and Sports, which manages international activities in the field of education. In doing so, it strives to comply with the applicable data protection laws and regulations. This document provides information on the principles under which DZS processes the personal data of applicants, participants, trainers, suppliers, customers, business partners, employees and other persons (hereinafter referred to as data subject), and DZS's approach to processing and protecting personal data.

1. Introductory information

- 1.1. DZS, in its role as controller, processes the personal data of data subjects in relation to the performance of tasks related to the administration and implementation of programmes, activities and agendas specified in the DZS Charter, as well as in the context of its internal management, in particular processing the personal data of employees and contract workers in connection with their contractual relationship with DZS.
- 1.2. DZS, in its role as processor, processes the personal data of data subjects in relation to the fulfilment of tasks related to the administration and implementation of programmes, activities and agendas specified in the DZS Charter for the administrator, the Ministry of Education, Youth and Sports. DZS also holds the role of processor for the European Commission (DG Education, Youth, Sport and Culture) under the Erasmus+ and European Solidarity Corps programmes in accordance with the EUDPR.
- 1.3. Since 25 May 2018, DZS has processed the personal data of data subjects in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).
- 1.4. The data subject provides DZS with their personal data in a lawful manner depending on the purpose for which the data are processed:
 - a. to meet the legal obligations of DZS,

- b. for the performance of the tasks of the DZS carried out in the public interest,
- c. to pursue the legitimate interests of DZS,
- d. for the performance of the contract between the data subject and DZS,
- e. for other purposes with the subject's consent to the processing of their personal data.

1.5. Consent to the processing of personal data is given by the data subject in the event that no other legal title can be used for the purpose of processing. DZS accepts the data subject's consent as a free, specific, informed and unambiguous expression of will, by which the data subject grants their consent to the processing of their personal data by declaration or other manifest acknowledgement. The data subject has the right to withdraw their consent at any time. Withdrawal of consent does not affect the lawfulness of any previous processing of the data subject's personal data based on consent previously granted. The data subject is provided with information before they grant their consent. Withdrawing consent is as easy as granting it.

2. Purpose of the processing of data subjects' personal data

- 2.1. The personal data of data subjects must be collected only for specified, explicit and legitimate purposes and may not be further processed in a way that is incompatible with those purposes. The processing of personal data is carried out mainly for the purpose of fulfilling the tasks defined by the founder in the DZS Charter and according to the instructions of the Controllers.
- 2.2. DZS also processes data subjects' personal data for the performance of its contractual relations and for accounting, HR and payroll purposes.

3. Categories of personal data processed

- 3.1. DZS collects, processes and stores the following categories of data subjects' personal data:
 - 3.1.1. address and identification personal data - in particular name, surname, date of birth, birth registration number, address, telephone number, email address, delivery address, bank details;
 - 3.1.2. descriptive personal data - in particular data on the data subject related to the agenda or contractual relationship in question;
 - 3.1.3. special categories of personal data, in particular sensitive data, usually

concerning the health or social situation of the data subject, as well as data relating to criminal convictions and criminal offences, whenever the DZS is required to do so by the relevant legislation;

3.1.4. other data - e.g. photos, CCTV footage, cookies.

4. Method used to process and store personal data and duration of storage at DZS

4.1. DZS processes the data subject's personal data manually or in an automated manner and stores it securely in paper or electronic form for the period of time specified in the filing and shredding regulations. In connection with the purpose of processing, some of the data subject's personal data are kept in DZS information systems (e.g. file service, application information systems).

5. Transmission of personal data

5.1. DZS may only transfer personal data obtained from the data subject, including sensitive data, to a third party on the basis of a lawful title, in particular for the performance of a task arising from a legal regulation. The data subject is informed about the individual transfers in the Information/Notification on the processing of personal data for the respective processing purpose.

5.2. With the consent of the data subject, or if they do not effectively file an objection after receiving the notification, their personal data may be transferred to other subjects.

6. Rights of the data subject

6.1. Upon request, DZS shall provide the data subject with all information about the processing of their data in a concise, comprehensible and easily accessible manner using clear and plain language.

6.2. If personal data relating to the data subject is obtained directly from the data subject, DZS shall provide the data subject with the following information at the time the personal data are obtained:

- the identity and contact details of the controller;
- the purposes for which the personal data are processed and the legal basis for processing;
- the legitimate interests of the controller where the processing is based on this legal title;

- any recipients or categories of recipients of the personal data, including the processor, if applicable;
 - the controller's intention, if any, to transfer the personal data to a third country or an international organisation, including a reference to the appropriate safeguards;
 - whether the provision of the personal data is a legal or contractual requirement or a requirement to be included in a future contract, and whether the data subject is obliged to provide the personal data, and the possible consequences of not providing such data;
 - whether automated decision-making, including profiling, occurs and, at least in those cases, meaningful information concerning the procedure used as well as the significance and foreseeable consequences that such processing will have for the data subject;
 - the period for which the personal data will be stored by DZS or, if this cannot be determined, the criteria used to determine this period;
 - the existence of the right to request that DZS provide access to, rectify or erase, or restrict the processing of, personal data relating to the data subject and to object to processing, as well as the right to data portability;
 - where processing is based on the data subject's consent, the existence of the right to withdraw consent at any time, without prejudice to the lawfulness of processing based on consent granted before its withdrawal;
 - the option to file a complaint with the Office for Personal Data Protection.
- 6.3. If DZS intends to further process the personal data for a purpose other than the purpose for which they were collected, it shall provide the data subject with information about that other purpose before processing the data any further.
- 6.4. The DZS does not have to provide the data subject with information on processing where and to the extent that the data subject already has that information.
- 6.5. Where DZS processes personal data as necessary for the performance of its legal obligation or task carried out in the public interest or in the exercise of its powers, it may also provide the data subject with information by publishing it in a way that allows remote access.
- 6.6. If the personal data were not obtained from the data subject, DZS shall provide the same information to the data subject, and in addition:
- the categories of personal data concerned;
 - the source from which the personal data were obtained and, where

applicable, whether the data originate from publicly available sources.

- 6.7. DZS will not assert an information duty in the event that personal data were obtained from someone other than the data subject, unless the obtaining or disclosure is expressly stipulated by a law to which DZS is subject.
- 6.8. A data subject who becomes aware or believes that DZS, as the controller, or another person processing personal data for DZS is processing their personal data in breach of the GDPR may request an explanation or request that DZS or the processor remedy the situation. If the DZS or the relevant processor fails to comply with the request, the data subject may apply to the Office for Personal Data Protection, without prejudice to the data subject's right to contact the Office for Personal Data Protection directly.
- 6.9. The data subject has the following additional rights:
 - 6.9.1. to obtain from DZS, assuming that the necessary conditions are met, information about the processing of their personal data (information about the identity and contact details of the controller, the purposes for which the personal data are processed and the legal basis for the processing, the possible recipients of the personal data and other information necessary to ensure the transparent and proper processing of their personal data);
 - 6.9.2. to obtain access to their personal data from DZS, i.e. to obtain confirmation from DZS as to whether it processes personal data concerning them and, if so, the data subject has the right to obtain access to those personal data and to other information to the extent permitted by law;
 - 6.9.3. to have their incorrect personal data rectified or incomplete personal data completed;
 - 6.9.4. to have their personal data erased if the legal conditions have been met, e.g. if the personal data are no longer needed for the purposes for which they were obtained or otherwise processed, or if the data subject withdraws their consent on the basis of which the personal data were processed;
 - 6.9.5. to limit the processing of their personal data by DZS if the legal conditions are met;
 - 6.9.6. to data portability, i.e. to obtain the personal data concerning them and provided to DZS, in a structured, commonly used and machine-readable format;

- 6.9.7. to file an objection at any time, on grounds relating to their particular situation, to the processing of personal data concerning them;
 - 6.9.8. not be the subject of automated individual decision-making, including profiling, unless the data subject has granted their consent, except where automated processing is required by law;
 - 6.9.9. to file a complaint with the Office for Personal Data Protection.
- 6.10. DZS is entitled to request that the data subject provide proof of identity when requesting to exercise any of the above rights.
- 6.11. DZS is entitled, in cases defined by law, to request a reasonable fee for providing information about the data subject's personal data it processes, not exceeding the costs necessary to provide the information.

7. Final provisions

- 7.1. The data subject may obtain any information on the processing of their personal data in person or in a manner that clearly proves the identity of the data subject. In case of questions related to the processing of personal data, you may contact the appointed Data Protection Officer: Linda Anušic, via email at gdpr@dzs.cz, or by calling: 00420725358686, or via data box ID [tj8vfp3](#).