

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR PARTICIPANTS OF EDUCATIONAL EVENTS, WORKSHOPS, CONFERENCES AND OTHER EVENTS ORGANISED BY DZS (INCLUDING THE CZECH LIAISON OFFICE FOR EDUCATION AND RESEARCH IN BRUSSELS, HEREINAFTER REFERRED TO AS 'CZELO') AND THE TAKING OF PHOTOGRAPHS/VIDEO AND AUDIO RECORDINGS AT THESE EVENTS, INCLUDING THE PUBLICATION OF A MAGAZINE MOSAIC

Czech National Agency for International Education and Research, with its registered office at 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 the personal data that you, as the 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

1. Why we need the data

We collect your personal data in the legitimate interest of DZS for the purpose of:

- a) arranging your **participation or lecturing appearance at an educational event, workshop, conference and other events organised by DZS (including the Czech Liaison Office for Education and Research in Brussels, hereinafter referred to as "CZELO")** held both within and outside DZS, including an online format aimed at your further professional development, particularly in the following areas: project and financial management of programmes administered by DZS, the European Commission ("EC") and agencies of the European Union ("EU"); filing applications for grants/accreditation in programmes administered by DZS, the EC and EU agencies; sharing experiences and good practice in project implementation and participation in programmes administered by DZS,

the EC and EU agencies; sharing experience and good practice in the implementation of projects and participation in programmes in the field of science, research and innovation ("RDI"); gaining knowledge relating to the internationalisation and promotion of higher education; gaining knowledge relating to the internationalisation and promotion of RDI;

b) **promoting DZS activities and programmes.**

We collect the necessary personal data.

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

re a)

- accept your application for an educational event, workshop, conference or other events organised by DZS or CZELO;
- ensure your attendance, prepare an attendance sheet with your personal data (name and surname, title, name of the institution, in some cases also position within the institution, contact telephone number, contact email address, signature);
- ensure your online participation, register you in the application with your personal data (first name, last name, contact email address), in some cases also the name of the institution and your position within the institution;
- register your participation in the internal database;
- record the number of participants for recognition of the financial costs of the event;
- inform you about current anti-epidemic measures or ensure the safety of the event participants;
- inform you of any cancellation or change to the event;
- issue certificates of attendance at an educational event;
- send you the login details and the evaluation questionnaire to the contact email address you provided;

re b)

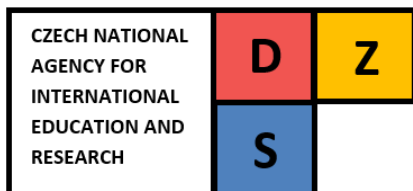
- inform interested parties, parents of children and the general public about the events, their focus, performers and participants;
- promote the activities DZS organises for interested parties, children and the general public;
- provide materials, footage and photographs of the event.

2. 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, citizenship, name of institution, registered office, vehicle registration number, contact address, contact telephone number, email address, signature;
- descriptive personal data - position in the institution, the RDI area in which you



work, the education area in which you work, individual information on accommodation, refreshments and transport;

- at online events, your face (including name, surname, email address, and in some cases the name of the institution) may be displayed.

re b)

- address and identification personal data - name, surname, contact email address, telephone number, name of the institution;
- photographs, video and audio recordings.

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

3. 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 personnel 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. The exception is data entered by the data subject directly into external databases for which DZS is only the processor:

- in the case of Erasmus+, they are the IT tools and databases of the European Commission, and the data controller is the European Commission;
- in the case of the AKTION Czech-Austria programme, it is an on-line tool provided by the Austrian office, which is also the data controller.

Your processed personal data may be transferred to the following recipients:

re a)

- in the case of European programmes, the European Commission;
- the Ministry of Education, Youth and Sports of the Czech Republic and other state authorities;
- in the case of international and bilateral training programmes, to the entities managing the programme;
- inspection and audit bodies within the scope of their mandate;
- co-organisers of online and in-person events to ensure the necessary operational conditions for entry and participation in the event;

re b)

In our legitimate interest, we will publish selected reportage photographs as follows:

- in the published press;
- on the event microsite, on the DZS website, on the DZS social networks and in DZS newsletters;
- in promotional printed materials, DZS banners.

We will provide your name, surname, telephone number and address to an external distribution company for the purpose of delivering professional and informative leaflets, newsletters and publications. If you file an objection to this, the distribution of printed materials will be terminated.

We collect reportage photographs, video and audio recordings to a reasonable extent after you have been informed of this in advance. Your personal data is then rigorously protected by us.

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

4. 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:

re a)

- registration and application for DZS and CZELO events, registration of participants in the internal database and application are shredded 10 years after the end of the programme (for CEEPUS 30 years after the end of the programme);
- web-based information and information from social networks is shredded 10 years after the end of the programme;
- records, minutes and operational documents are shredded 10 years after the end of the programme;

re b)

- reportage photographs, video and audio recordings on digital storage are shredded after 5 years;
- data published on the website and social networks are shredded after 10 years.

After a 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. Withdrawal of consent does not affect the processing of personal data on another legal basis.

5. 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.

In certain cases, you also have the right to erasure if:

- Your personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- you withdraw the consent on the basis of which we processed the relevant personal data;
- you object to the processing of your personal data in the cases provided for by the applicable generally binding legal provisions and there are no overriding legitimate grounds for our processing of your data;
- your personal data have been unlawfully processed, or
- your personal data must be erased to comply with a legal obligation to which we are subject.

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 or supplement your personal data.

You have the right to restrict processing provided that:

- you contest the accuracy of your personal data for the time necessary for us to verify the accuracy of your personal data;
- your personal data have been unlawfully processed and you request a restriction of processing instead of erasure;
- you have objected to the processing of your personal data and in other cases provided for by the applicable generally binding legal regulations.

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.