

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE MANAGEMENT OF THE ACADEMIC INFORMATION AGENCY'S AGENDAS AND THE PROVISION OF SERVICES

The Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Prague 1, ID No. 00022985, mailroom electronic address: posta@msmt.cz, Data box ID: vidaawt (hereinafter referred to as "MoEYS"), contact details of the Data Protection Officer: Mgr. Dagmar Součková Mikolášková, Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Prague 1, electronic address: gdp@msmt.cz, is the data controller for the purposes of processing personal data provided by you, as the data subject, and 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 processor of the data provided to us by you, as the data subject, for the purpose of processing your personal data.

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.

Basic information on the processing of personal data by the Ministry of Education, Youth and Sports can be found at: <http://www.msmt.cz/ministerstvo/zakladni-informace-o-zpracovani-osobnich-udaju-ministerstvem>.

Contact details of the DZS Data Protection Officer:

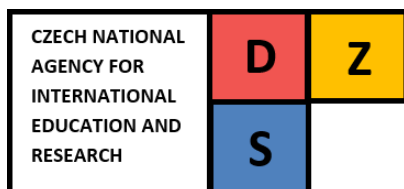
DZS provides the following contact details for communication and enquiries relating to the processing of personal data:

- Name and surname: Linda Anušić
- Correspondence address: Na Poříčí 1035/4, 110 00 Prague 1
- E-mail address: gdp@dzs.cz
- Telephone number: +420 725 358 686
- Data box ID: tj8vfp3

1. Why we need the data

We process your personal data:

- a) on the basis of the public interest in order to fulfil the tasks of the Academic Information Agency defined by the founder in Article IV and V of the DZS Charter, as amended ("Charter"), resulting from the provision of international cooperation in education, training and other fields, which arise from the competence of the MoEYS;
- b) on the basis of the legitimate interest in order to fulfil tasks related to the administration and implementation of the agenda of the Academic Information Agency resulting from certain bilateral agreements concluded between the Czech Republic and individual states;



We collect only the necessary personal data.

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

re a) within the agenda of the Academic Information Agency (AIA):

- provide information on opportunities for study and research stays abroad;
- record applications for scholarships;
- check the formalities of scholarship applications;
- inform you of the results of the evaluation of applications;
- enter into contractual relations with you;
- provide information and support;
- implement dissemination activities;
- carry out audits within the framework of the DZS internal audit system;
- work to continuously improve the agenda;
- publish publications;
- conduct studies and analyses;
- inform the general public about examples of good practice.

re b)

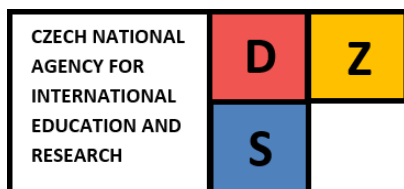
- enable participation in other international programmes administered by the DZS on the basis of the Charter;
- provide information about DZS activities and events;
- enable participation in events organised by DZS;
- carry out evaluation activities, i.e. to process the results of the AIA's activities and evaluate the fulfilment of the tasks defined by the founder in the Charter;
- provide information materials and publications published by DZS.

2. What data we need

For these purposes we need from you:

re a)

- your address and identification personal data - name, surname, title, contact address, contact telephone number, e-mail address;
- documentary photographs of projects and events organised by DZS;
- descriptive personal data - data on professional activities: name and address of the organisation, your position in the organisation, previous participation in educational stays abroad;
- other data - date of birth, nationality, gender, photocopy of passport (or copy of passport information) in well-defined cases with justification of the request, medical certificate of health only for selected countries and in well-defined cases with justification of the request, CV, language skills;
- data on the stay - the destination country, type of stay abroad, destination university abroad, period of planned stay;
- data on previous education and current studies - name of school, faculty, field of study, current year of study, type of study, proof of examinations passed, copy of university diploma;
- from applicants for teacher training stays: information on previous relevant training abroad
- in addition, from applicants for stipends under the Barrande Fellowship Programme: the area of



research or study, the title of the dissertation;

- in the case of underage applicants - a photo of their face, data on their legal guardian (name, surname, address, telephone, e-mail address, bank account number), photocopies of the school report, proof of payment of the transport allowance (if applicable), data on the DELF language exam result (if applicable).

re b)

- address and identification personal data - name, surname, title, contact address, contact telephone number, e-mail address, data on professional activity - name and address of the organisation, position in the organisation;
- for the purpose of evaluation activities, AIA processes data provided by applicants in scholarship applications, nationality, gender, language skills, data on current studies - name and address of the school, faculty, field of study, current year of study, type of study, details of planned stay - destination country, type of stay abroad, destination institution abroad, planned date of implementation.

If 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 institution. Personal data are processed manually and in electronic information systems (especially via the integrated digital web platform Studujnavs.gov.cz), which are 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.

Remote processing and storage of data is not carried out by MoEYS as the data controller and the DZS as the data processor. All personal data are processed in Czechia. The exception is data entered by the data subject directly into external databases for which DZS is only the processor:

On the basis of the public and/or legitimate interest, MoEYS as the controller and DZS as the processor transmit your processed personal data to the following recipients:

- other public authorities;
- inspection and audit authorities within the scope of their mandate;
- beneficiary organisations and their relevant partners for a defined set of international activities.

Only generalised information without personal data is communicated to the public in printed and electronic information materials published by DZS and on websites managed by DZS.

With your consent, we will provide your name and address to an external distribution company for the purpose of delivering professional and informative leaflets, newsletters and publications.

With your consent, your personal data to which the consent is given will be published by us on the relevant websites and/or publications.

The final reports from the scholarship stays, which the AIA collects from fellows and publishes on its website, are anonymised and therefore do not contain any personal data. For internal processing purposes, the final reports are marked with a numerical code (ID) under which the AIA records the Proposal for Secondment / Application for Participation in the MoEYS Scholarship Programme for the respective scholarship stay. Only



AIA staff have access to information that identifies a scholarship recipient by a numerical code, and this information is never shared with third parties.

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 process the data

In accordance with our internal policies, or for some documents in accordance with the law, we retain documents containing your personal data for the period of time specified in the DZS records retention schedule:

- data on registration at events are shredded 10 years after the event/activity;
- applications and requests are shredded 10 years after the event/activity;
- contracts, related correspondence and final reports are shredded 10 years after completion of the event/activity;
- the project file including monitoring visits and inspection records is shredded 10 years after the end of the event/activity;
- accounting documents are shredded 10 years after the event/activity;
- data published on the website and social networks are shredded 10 years after the event/activity;
- records, minutes, operational documents, are shredded 10 years after the end of the event/activity;
- approved applications for the Barrande Fellowship Programme are shredded 5 years after the event/activity;
- unapproved applications for the Barrande Fellowship Programme are shredded 1 year after the event/activity.

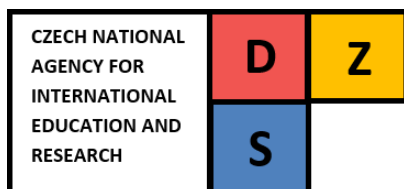
After the specified period of time, the documents containing your personal data on all media will be irreversibly destroyed.

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.

5. Your rights

Anyone whose personal data we process can request information about the processing of their personal data and access to such data. In cases where requests made by the data subject are manifestly unreasonable or disproportionate, in particular because the requests are repeated, DZS is entitled to require a reasonable fee for the provision of information on the personal data processed by the data subject, 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 or supplement 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, including by forwarding the complaint to the controller for the attention of the administrator to the hands of the MoEYS data protection officer. If you still believe that your personal data has not been treated reasonably under the law, you may contact the Data Protection Authority.