



INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF MAINTAINING THE CEEPUS AGENDA AND FOR THE PROVISION OF SERVICES

The Czech National Agency for International Education and Research, with its registered office at Na Poříčí 1035/4, 110 00, Prague 1, ID No.: 61386839 ("DZS") is the data controller for the purposes of processing personal data that you, as the data subject, provide to us. For personal data collected for the purpose of promotion and dissemination activities, for training those involved in the programmes and for the evaluation process, the CEEPUS Central Office in Austria, at the address 1080 Vienna, Albertgasse 35, email: office@ceepus.info, is the common controller, Data Protection Officer: Dr. Daniel Stanonik, tel: +43/1/3194850/11, on the basis of the CEEPUS IV international agreement. As the controller, 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 find out how we handle your personal data in Section 3 and how long we keep the data you provide in Section 4. In Section 5, we provide basic information about your rights in relation to the personal data you have provided.

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
- Email address: gdpr@dzs.cz
- Telephone: +420 725 358 686
- Data box identifier: tj8vfp3

1. Why we need the data

We collect your personal data:

- a) on the basis of the CEEPUS IV Agreement, signed by the CEEPUS member states in Warsaw on 20 September 2023 and the CEEPUS Side Letter signed by all the National CEEPUS Offices and the Central CEEPUS Office on 19 June 2024. The CEEPUS Side Letter extended indefinitely the existing Data Processing Agreement between DZS and the CEEPUS Central Office in Austria (DPA, accordance with Art 28 of the European General Data Protection Regulation) of 26 August 2018 and the addendum of 26 November 2018 and the Joint Controller Agreement (JCA, in accordance with Art 26 of the European General Data Protection Regulation) of 28 February 2019 signed by all the National CEEPUS Offices in the member states and the Central CEEPUS Office under the previous CEEPUS III Agreement.
- b) on the basis of public interest in order to fulfil the tasks defined by the founder in Articles IV and V of the DZS Charter, as amended, in connection with the provision of international cooperation in the fields of education, training and other areas that arise from the competence of the Ministry of Education;



- c) on the basis of the legitimate interest in order to fulfil tasks related to the implementation, administration and implementation of the CEEPUS programme.

We collect only the necessary personal data.

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

re a)

- provide information on opportunities to join the CEEPUS programme;
- register applications for financial support in the CEEPUS programme;
- evaluate the formalities and quality of applications for financial support in the CEEPUS programme;
- inform you of the results of the evaluation of applications;
- enter into contractual relations;
- provide financial support for approved applications;
- provide information and support in the implementation of the project;
- carry out monitoring and control activities with beneficiaries of financial support;
- implement evaluation and dissemination activities;
- carry out control activities within the framework of the DZS internal control system;

re b)

- provide information on the opportunities available under the programme and facilitate participation in other international programmes administered by DZS on the basis of the Charter;
- provide information about DZS activities and events;
- enable participation in events organised by DZS;
- provide information materials and publications published by DZS;

re c)

- work to continuously improve the implementation of the programme;
- publish publications;
- carry out studies and analyses;
- inform the general public about examples of good practice;
- prepare an annual report for the Ministry of Education.

2. What data we need

For the purposes set out in point 1, we need the following personal data from you:

- Basic data: academic title, position, name and surname, citizenship, gender, place and date of birth;
- Contact details: address, telephone, e-mail;
- Access data: username, password (available only to the CEEPUS Central Office server operator).



In addition, for the application for the University Networks project we need:

- details of the project: title, objectives and curriculum;
- details of the institutions involved: name of the university, faculty, department, address;
- contact details: name, surname, title, address, telephone number, email address;
- details of the administrative staff of the university's foreign department in charge of the CEEPUS agenda: name, surname, title, position, telephone number, email address;
- collaboration data: joint use of the network and institutional knowledge (coordination, selection criteria for teachers and students, recognition of outputs, network activities, project language).

In addition, for applications for mobility within the university network we need:

- data on the planned mobility: the host university (name of the university, faculty or department, address), the home university (name of the university, faculty or department, address), type of mobility, date and duration of the planned mobility;
- study and educational background: field of study, motivation for applying, educational qualifications, length of study, language skills;
- in the case of a citizen of a country other than the programme country, the first page of the employment contract with the home university is required from the teacher/ university staff member; for students, a certificate of study at the home university is required;
- after the mobility, a certificate of stay and a final report with the following information is required: *teacher/ university staff member* - length of stay, number of hours taught/ content of the stay, titles of lectures, any problems, evaluation of the stay and teaching (in terms of organisation and professional content and benefits for the institution(s) and the individual), best memory, greatest achievement; *student* - length of stay, attendance at lectures, exams taken, ECTS (exams and points), payment of scholarship and its amount in relation to mobility costs, other fees evaluation of the stay (in terms of organisation and professional content), best memory and greatest achievement.

For freemover mobility applications we also need:

- data on the planned mobility: the host university (name of the university, faculty or department, address), the home university (name of the university, faculty or department, address), type of mobility, date and duration of the planned mobility;
- study and educational background: field of study, motivation for applying, educational qualifications, length of study, language skills;
- required attachments to the mobility application: *for teachers/ university staff members* - acceptance letter confirmed by the host university: scope of teaching and list of lectures/ agenda of the stay, name of the host institution, faculty, department, title, name and surname of the supervisor; *for students* - acceptance letter confirmed by the host university: name of the host institution, faculty, department, titles, names and surnames of the supervisors; two letters of recommendation confirmed by the home university with the recommendation, title, name and surname of the academic staff member;
- in the case of a citizen of a country other than the programme country, the first page of the employment contract with the home university is required from the teacher/ university staff member; from the student, a certificate of study at the home university



is required; after the mobility, a certificate of stay and a final report with the following information is required: *teacher/ university staff member* - length of stay, number of hours taught/ content of the stay, titles of lectures, any problems, evaluation of the stay and teaching (in terms of organisation and professional content and benefits for the institution(s) and the individual), best memory, greatest achievement; *student* - length of stay, attendance at lectures, exams taken, ECTS (exams and points), payment of scholarship and its amount in relation to mobility costs, other fees, evaluation of the stay (in terms of organisation and professional content), best memory and greatest achievement.

Other:

- in justified cases, data resulting from the termination of mobility due to force majeure, proof of medical incapacity to participate in mobility;
- for people participating in joint actions: names and surnames, documentary photographs of projects and schemes carried out;
- for people participating in promotional and dissemination events: name, surname, email address, telephone number, organisation, address, position in the organisation, country, facial image (if a camera is used), photograph, birth number if applicable, date of birth, address, position in the organisation, dietary restrictions, fare payment documentation, account number.

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 is strictly protected in our institution. Personal data is processed manually and in electronic information systems, which are subject to physical, technical and procedural controls. We have security mechanisms in place in order to protect data, including technical, organisational and staffing measures.

The CEEPUS National Office at DZS is, together with the other National Offices of the Member States, the joint data controller of the data entered by the data subject via the online portal www.ceepus.info. The data processor is the CEEPUS Central Office.

We transfer your processed personal data to the following entities on the basis of the legal and/or public and/or legitimate interest of DZS:

re a)

- CEEPUS Central Office, CEEPUS National Offices, coordinators and contact persons of the respective CEEPUS university networks, administrative staff of the foreign university departments in charge of the CEEPUS agenda at the respective university;
- inspection and audit bodies within the scope of their mandate;

re b)

- the Ministry of Education, Youth and Sports of the Czech Republic and other state authorities;

re c)

- only generalised information is communicated to the public in printed and electronic information materials published by the DZS;
- only generalised information is communicated to the public on the 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 that consent relates will be published by us on the relevant websites and/or publications.

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 retain 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 records retention schedule and the Austrian Civil Code:

- registration at events, shredded 30 years after the end of the programme contract;
- applications and requests, shredded 30 years after the end of the programme contract;
- scholarship award documents, related correspondence and final reports, shredded 30 years after the end of the programme contract;
- project file including monitoring visits and inspection records, if any, shredded 30 years after the end of the programme contract;
- accounting documents, shredded 30 years after the end of the programme contract;
- web information, social networks, shredded 30 years after the end of the programme contract;
- records, minutes, operational documents, shredded 30 years after the end of the programme contract.

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 revoke 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 that data. 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 is being processed in violation of the protection of your private and personal life or in violation of the law, or that any of your personal data processed by us is incorrect or incomplete, you have the opportunity to request an explanation and, in particular, to request that we rectify the situation, i.e. rectify or complete your personal data.

In specified cases where data is processed in the legitimate interest of DZS, you may also exercise your right to object to the processing, in which case, unless prevented by another legal title, we will terminate the respective processing operation. If you have granted your consent to the processing of your personal data, you may revoke it at any time. To make a request, please contact us through the established DZS communication channels. After verifying your identity, we will inform you about the processing of your application 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 mailbox tj8vfp3 or write 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 employee who will then deal with it and work with you to resolve it, or we will forward it to the joint administrator, the CEEPUS Central Office in Austria, which will deal with the complaint and work with you to resolve it. If you still believe that your personal data has not been treated reasonably under the law, you may contact the Office for Personal Data Protection.