

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE MANAGEMENT OF THE PROGRAMME "GOVERNMENT OF THE CZECH REPUBLIC SCHOLARSHIPS PROVIDED UNDER THE FOREIGN DEVELOPMENT COOPERATION PROGRAMME", AND THE PROGRAMME "SCHOLARSHIPS FOR STUDY IN THE CZECH REPUBLIC PROVIDED UNDER INTERGOVERNMENTAL AGREEMENTS", AND THE PROVISION OF SERVICES**

Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Prague 1, ID No. 00022985, mailroom electronic address: [posta@msmt.cz](mailto: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: [gdpr@msmt.cz](mailto:gdpr@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 that you, as the data subject, provide us with for the purposes 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: [gdpr@dzs.cz](mailto:gdpr@dzs.cz)
- Telephone number: +420 725 358 686
- Data box ID: tj8vfp3

## 1. Why we need the data

Your personal data are collected by MoEYS as the controller and DZS as the processor:

- a) on the basis of the legal grounds arising from the Government Resolution No. 77 of 28 January 2019 on the Strategy for the provision of government scholarships for students from developing countries for the period 2019-2024, and on the basis of the Government Resolution No. 301 of 25 April 2021 on the Strategy for the Provision of Government Scholarships for Students from Developing Countries for the period 2013-2018, and on the basis of Ministerial Order No. 4/2014 of 28 January 2014, Ref. No. MŠMT-44726/2013, for the purpose of implementing the programme providing scholarships for study in the Czech Republic under intergovernmental agreements;
- b) on the basis of the public interest in order to fulfil the tasks defined for DZS by Articles IV and V of the DZS Charter, as amended in the context of international cooperation in education and other fields arising from the competence of MoEYS;
- c) on the basis of the legitimate interest for the fulfilment of tasks related to the administration and implementation of the Programme "Scholarships for study in the Czech Republic provided under intergovernmental agreements" and for DZS in connection with the performance of tasks assigned to it by MoEYS in this context (such as discussing applications with the receiving universities).

We collect only the necessary personal data.

Without the personal data provided for the above purposes, MoEYS and DZS cannot:

re a); re b)

- evaluate the formalities and quality of applications and requests;
- inform you of the results of the evaluation of applications and requests;
- provide supporting documents for the disbursement of funds in the case of approved applications;
- carry out monitoring and audits of beneficiaries of financial support;
- implement evaluation and dissemination activities;
- conduct audits within the MoEYS and DZS internal audit system.

re c)

- work to continuously improve the implementation of the programme;
- conduct studies and analyses;
- inform the general public about examples of good practice after personal data have been anonymised.



## 2. What data we need

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

re a)

- for scholarship applicants and scholarship holders: name, surname, gender, date and place of birth, marital status, nationality, permanent address, contact address in Czechia, contact telephone number, education information, language skills, current employment/study, passport number, contact person (name, surname, address, e-mail address, telephone number), stays and trips abroad in the past 5 years, data on planned stay, signature, portrait photograph (necessary for identification purposes);
- for representatives of universities in Czechia: name, surname, e-mail address, telephone number, position in the organisation, signature.

re b)

- address and identification personal data – name, surname, e-mail address, telephone number, name and address of the organisation, position in the organisation, state, facial image (if a camera is used), photograph, birth registration number if applicable, date of birth, dietary restrictions, documents and receipts for fare reimbursement, account number, documentary photographs from events organised by DZS;

re c)

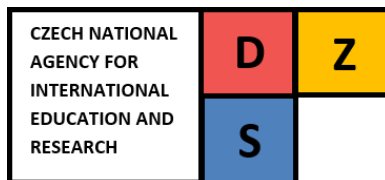
- address and identification personal data – name, surname, e-mail address, telephone number, name and address of the organisation, position in the organisation, state, facial image (if a camera is used), photographs, birth registration number, date of birth, dietary restrictions, documents and receipts for fare reimbursement, account number, documentary photographs from events organised by DZS; data collected for the purpose of processing analyses.

Where we required by law, we may supplement your personal data from publicly available registers, lists and 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.

DZS as a processor does not process and store data remotely. All personal data are processed in Czechia. The exception is data entered by the data subject directly into external databases.



Your processed personal data is transferred by MoEYS, as the controller, and by DZS, as the processor, on the basis of the legal and/or public and/or legitimate interest to the following recipients:

re a); re b)

- the Ministry of Foreign Affairs of the Czech Republic;
- the Ministry of the Interior of the Czech Republic;
- the Ministry of Health of the Czech Republic and other state administration bodies;
- the relevant embassies;
- the relevant public universities.

re c)

- after being anonymised, statistics and general information are made available to the public in printed and electronic information materials published by DZS;
- the public as part of the generalised information on the website managed by DZS.

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

With your consent, DZS will publish your name, surname, age, address and, where appropriate, photographs on the website and in publications. Your consent to their disclosure is entirely voluntary and you have the right to withhold your consent entirely, to provide it only for selected purposes, and to withdraw it at any time.

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.

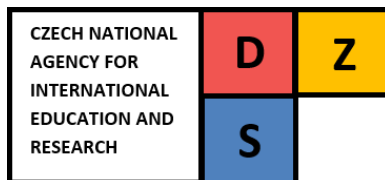
#### **4. How long we keep the data**

In accordance with established internal policies or, for certain documents, in accordance with legal requirements, DZS retains your documents containing your personal data for the period of time specified in the DZS records retention schedule:

- applications and requests are shredded 10 years after the end of the stay;
- secondment contracts, related correspondence and final reports 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.

After the specified period of time, the documents containing your personal data will, according to the DZS records retention schedule, either be transferred to the State National Archives or will be irreversibly destroyed on all media.

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 collecting the data has passed, 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 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 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.