

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE MANAGEMENT OF THE PROGRAMME "AKTION AUSTRIA – CZECH REPUBLIC, COOPERATION IN SCIENCE AND EDUCATION" 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.gov.cz](mailto:posta@msmt.gov.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: [poverenec@msmt.gov.cz](mailto:poverenec@msmt.gov.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
- Email address: [gdpr@dzs.cz](mailto:gdpr@dzs.cz)
- Telephone number: +420 725 358 686
- Data box ID: tj8vfp3

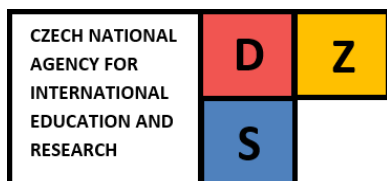
### **1. Why we need the data**

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

- a) On the basis of the public interest in order to fulfil the tasks related to the administration and implementation of the programme Aktion Austria – Czech Republic, Cooperation in Science and Education (hereinafter "AKTION") enshrined in Article IV and V of the DZS Charter, as amended on 1 April 2025, and in the Work Programme for Aktion Austria – Czech Republic, Cooperation in Science and Education, the continuation of which for the

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years 2024 – 2028 was signed by the members of the Joint Czech-Austrian Commission on 28 June 2023 on the basis of Article 18 of the Agreement between the Government of the Czech Republic and the Government of the Republic of Austria on Cooperation in the Field of Culture, Education, Science, Youth and Sport of 21 November 2008, and on the basis of the Order of the Ministry of Education, Youth and Sports of the Czech Republic No. 4/2014 of 28 January 2014, its Annex 4 "MoEYS Scholarships Allocated to the Aktion Programme".

- b) On the basis of public interest in order to fulfil tasks arising from the context of international cooperation in the field of education and other tasks 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 AKTION.

We collect only the necessary personal data.

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

re a)

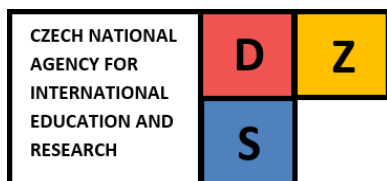
- provide information on possible participation in the programme AKTION;
- record applications for financial support;
- provide formal and technical evaluation of applications for scholarships and grants for cooperation projects;
- inform you of the results of the evaluation of applications;
- provide supporting documents for the disbursement of funds in the case of approved applications;
- provide information and support for project implementation;
- carry out monitoring and audits of beneficiaries of financial support;
- implement evaluation and dissemination activities;
- implement audits within the MoEYS and DZS internal control system;

re b)

- keep you informed, with your consent, about DZS activities and events;
- enable participation in events organised by DZS;
- provide you with information materials and publications published by DZS with your consent;

re c)

- work to continuously improve the programme;
- publish publications;
- conduct studies and analyses;
- inform the general public about examples of good practice.



## 2. What data we need

For the above purposes, we need the following categories of personal data from you, respective to your engagement in the programme AKTION:

### Scholarship applicants from Czechia:

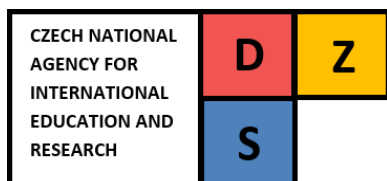
- personal data: name, surname, maiden name, gender, date of birth, place of birth, country of birth, marital status, address, nationality, academic title, telephone number, e-mail address;
- data on current studies: name of university, place, country, field of study, name of faculty and department in Czechia;
- data on studies completed;
- data on your current job;
- data on current academic activities and lectures taught;
- data on previous positions and experience;
- data on language skills and their level;
- data on further and vocational training;
- data on previous scientific and artistic residencies;
- data on the planned study stay: academic year, semester, date of scholarship, type of stay, length of scholarship, financial plan, data on personal skills and competences, name, surname, position and e-mail address of the persons who issued the letters of recommendation and acceptance promise, the preferred language of communication with the Austrian Exchange Service (*Österreichischer Austauschdienst* – OeAD), whether the person concerned is a student or a member of research staff.
- data on the host university, faculty and department in Austria, including the name, surname, academic title and contact e-mail address of the supervisor at the host university;
- data on the research project: area, topic;
- data on parallel scholarship applications;
- in the scholarship holder's interim reports: name, surname, home and host university, faculty, department, name of field of study, date of scholarship/semester, name of supervisor(s);
- in the scholarship final report: name, surname, academic title, sending and receiving university, date of scholarship, project title, signatures, description of and experience with the scholarship;
- in the case of a supplementary scholarship, also: number of months, data on reimbursement of the amount per month of the university;
- signature.

### Scholarship applicants from Austria:

- personal data: name, surname, academic title, gender, date of birth, place and country of birth, correspondence address, nationality, telephone number, e-mail address, marital status;
- data on the university at which the applicant is employed: name of the university, faculty and department in Austria;

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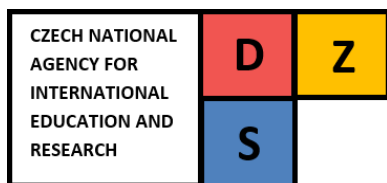
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- data on current studies: name of university, place, country, field of study;
- data on studies completed;
- information about the host university, faculty and department in Czechia: name of the host university, faculty, name of the study programme;
- name, surname and academic title of the host university supervisor, their workplace address, telephone number and e-mail address;
- the name of the employee of the foreign department at the university in Czechia who is responsible for the agenda of the programme AKTION, including their address, telephone number and e-mail address;
- data on the planned scholarship: date of the scholarship, semester, number of months allocated for the scholarship, the amount of the monthly stipend, address of the accommodation in Czechia; financial plan, data on personal skills and competences, name, surname, position and e-mail address of the persons who issued the letters of recommendation and acceptance promise, the preferred language of communication with the OeAD, whether the person is a student or a member of research staff;
- data on parallel scholarship applications;
- data on previous scientific and artistic residencies;
- data on further and vocational training;
- data on language skills and their level;
- data on current academic activities and lectures taught;
- data on previous positions and experience;
- signature.

**Applicants from Austria seeking a stipend for participation in the Summer Schools of Slavonic Studies in Czechia:**

- personal data: name, surname, title, gender, e-mail address, marital status, date of birth, place of birth, country of birth, nationality, correspondence address;
- data on personal skills and competences, language skills and their level;
- data on the home and host university in Czechia : name of university, faculty, department;
- data on current studies: name of university, place, country, name of field of study;
- data on the scholarship stay: date of the scholarship stay, the name of the summer language school in the Czechia, the financial plan, data on the persons who issued the letters of recommendation: name, surname, position and e-mail address;
- data on parallel scholarship applications;
- data on previous scientific and artistic residencies;
- data on further and vocational training;
- as part of the MoEYS English-language application form (to be filled in by Austrian scholarship holders nominated by the programme AKTION Scholarship Committee), the following information is also required: permanent address, passport number, CV in Czech or English;
- also included in the final report: a description of the course and the experience of the summer course.



### **Academic supervisors in Czechia:**

- personal data: name, surname, academic title;
- information about the host university in Czechia at which the supervisor works: name of the university, faculty, department, address of the workplace, telephone number, e-mail address.

### **Foreign department employees at relevant universities in Czechia in charge of the programme AKTION:**

- personal data: name, surname, academic title, private phone number;
- data on the workplace at the host university in Czechia: name of the university, faculty, address of workplace, telephone number, e-mail address.

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

## **3. How we work with data**

Personal data are strictly protected in our institution. Personal data are processed manually and in electronic information systems, 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.

We transfer your processed personal data to the following recipients on the basis of the legal and/or public and/or legitimate interest of MoEYS as the controller and DZS as the processor:

re a)

In the case of scholarship holders from Czechia and Austria in the framework of international agreements:

- the MPC OeAD partner office based in Vienna;
- inspection and audit authorities within the scope of their mandate.

In the case of scholarship holders from Austria, also:

- the administrative staff of foreign departments at public universities in Czechia in charge of the programme AKTION;
- supervisors at the host public universities in Czechia.

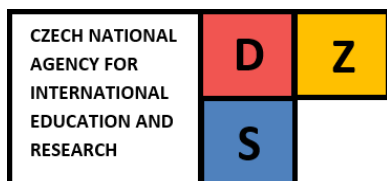
re b)

- other public authorities.

re c)

In the case of scholarship holders from Czechia and Austria:

- the Ministry of Foreign Affairs of the Czech Republic (in the case of scholarship exchanges, the relevant embassies);



- the Ministry of the Interior of the Czech Republic;
- members of the programme AKTION Steering Committee;
- external evaluators in Czechia and Austria.

In the case of scholarship holders from Czechia and Austria:

- the public in the form of a scholarship report on the DZS website. The scholarship report includes your name, surname, name of the home university and faculty, name of the host university and faculty, date of the scholarship, semester, field of study, topic of the research project, name of the supervisor.

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

With your consent, we will publish your name, surname, age and address including photographs on the website and in 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 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 records retention schedule (standard operating procedure "VP07\_P03\_7.0\_Spisový a skartační plán DZS\_01042025"):

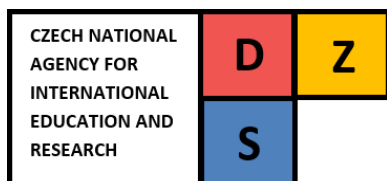
- Applications for scholarships, grant applications for cooperation projects, results of selection procedures, final reports, monitoring reports, and other key documents related to admin of scholarships and grants within the programme are handed over to the Czech National Archive for archiving 10 years after the end of the respective scholarship stay or project.
- Documents concerning the award of scholarships and project grants are handed over to the Czech National Archive for archiving 10 years after the end of the respective scholarship stay or project.
- Programme files (minutes and records from the Steering Committee meetings, information on the amount of the Austrian party's financial contributions, budget changes, and other key documents) are handed over to the Czech National Archives for archiving 10 years after the programme ends.
- Significant correspondence and final reports are shredded 10 years after the end of the scholarship stay or project.

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 withdraw your consent or until the reason for its collection has ceased, whichever occurs sooner.

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## 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 DZS staff member responsible, 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.