



## INFORMATION ON THE PROCESSING OF PERSONAL AND CONTACT DATA FOR THE PURPOSE OF CONTACTING POTENTIAL PARTICIPANTS IN RESEARCH CONDUCTED BY DZS

The Czech National Agency for International Education and Research, with its registered office at Na Poříčí 1035/4, 110 00 Prague 1, Company Registration No.: 61386839 ("DZS"), is the Data Processor for the purposes of processing the personal data that you provide as the data subject. We collect and process only the categories of your personal data described in Section 2 that we strictly need in order to fulfil the purpose described in Section 1. Information on how we handle your personal data is provided in Section 3. Section 4 explains how long we retain the data you provide. Section 5 provides basic information about your rights in relation to the personal data you provide.

### 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 Anušić
- Postal address: Na Poříčí 1035/4, 110 00, Prague 1
- E-mail address: [gdpr@dzs.cz](mailto:gdpr@dzs.cz)
- Telephone: 725 358 686
- Data mailbox ID: tj8vfp3

### 1. Why we need the data

We collect your personal data:

- a) on the basis of the legitimate interests of DZS for the purpose of contacting potential participants in research projects, studies and analyses aimed at fulfilling tasks related to the delivery, implementation and dissemination of educational programmes administered by DZS.

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

ad a)

- contact potential respondents for the purposes of conducting research projects, studies and analyses.

For your information, we do not collect any personal data from participants in the research projects, studies and analyses.



We collect only the personal data that is strictly necessary to contact potential respondents. Information presented in outputs is never linked to the specific individuals who provided the data. All research data is pseudonymised, and the data provided is used solely for the purposes of the specific research project.

## 2. What data we need

For the above purposes, we need the following categories of personal data from you, depending on the specific type of research project, study or analysis being conducted:

ad a)

- name and surname;
- contact telephone number;
- contact email address;
- organisation name;
- position within the organisation.

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

## 3. How we work with data

Personal data is carefully protected by us. Personal data is processed manually and in electronic information systems that are subject to physical, technical and procedural controls. To protect the data, we have security mechanisms in place that include appropriate technical, organisational and personnel measures.

DZS, as Data Controller, does not carry out remote processing or storage of data. All personal data is processed in the Czech Republic.

Your personal data is not disclosed to any institution. In the event of monitoring or audits, only anonymised outputs from analyses, surveys and studies will be provided. No other third parties have access to your personal data.

## 4. How long we retain the data

In accordance with our internal rules or, for certain documents, in accordance with legal requirements, we retain documents containing your personal data for the period specified in the DZS retention and disposal schedule:

- only until the end of the data collection phase of the relevant research project, study or analysis and generally for no longer than 1 year.



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

Any personal data that we hold solely on the basis of your consent to its processing will be retained until you notify us that you are withdrawing the consent you provided, or until the reason for collecting it no longer applies, whichever occurs first. Withdrawal of consent does not affect the processing of personal data on another legal basis.

## 5. What your rights are

Anyone whose personal data we process may request information on the processing of their personal data and access to that data. Where requests submitted by the data subject are manifestly unfounded or excessive, in particular because they are repetitive, DZS is entitled to charge a reasonable fee for providing information on the personal data processed, not exceeding the costs necessary to provide the information. For the same reasons, DZS may also refuse to comply with the request. In certain cases, you also have the right to erasure, namely where:

- a) your personal data is no longer necessary for the purposes for which it was collected or otherwise processed;
- b) you withdraw the consent on the basis of which the relevant personal data was processed by us;
- c) you object to the processing of your personal data in the cases laid down by applicable generally binding legislation and there are no overriding legitimate grounds for processing on our part;
- d) your personal data has been processed unlawfully; or
- e) your personal data must be erased in order to comply with a legal obligation to which we are subject.

If you discover or believe that personal data is being processed in a manner that is contrary to the protection of your private and personal life or contrary to the law, or that any of your personal data processed by us is inaccurate or incomplete, you may request an explanation and, in particular, request that we remedy the situation, i.e. rectify or supplement your personal data. You have the right to restrict processing in cases where:

- a) you contest the accuracy of your personal data, for a period enabling us to verify the accuracy of your personal data;
- b) your personal data has been processed unlawfully and, instead of erasure, you request restriction of processing;
- c) you have objected to processing, and in other cases laid down by applicable generally binding legislation.

In specified cases of processing based on the legitimate interests of DZS, you may also exercise the right to object to processing. In such cases, unless another legal basis prevents this, we will



terminate the relevant processing operation. Where you have given consent to processing, you may withdraw it at any time.

To submit a request, please contact us through the designated DZS communication channels. Once the applicant has been identified as required, we will inform you of the outcome of your request in accordance with the applicable legal requirements and within the statutory time limit. If you wish to contact us with an enquiry or complaint about how we have processed your personal data, please contact us via data mailbox tj8vfp3 or in writing at the Czech National Agency for International Education and Research, Na Pořičí 1035/4, 110 00 Prague 1. Your enquiry will be forwarded to the relevant DZS employee, who will review it and work with you to address the matter. If you continue to believe that your personal data has not been processed in accordance with the law, you may contact the Office for Personal Data Protection.