



INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF MANAGING THE AGENDA OF THE PROGRAMME TO SUPPORT CZECHS AND CZECH LANGUAGE ABROAD (CZECHS ABROAD EDUCATION PROGRAMME AND CZECH LANGUAGE AND LITERATURE LECTURERSHIP) AND 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, Company Registration No.: 61386839 ("DZS"), is the Data Controller for the purposes of processing the personal data that you provide to us 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
- Email address: 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 performance of a task carried out in the public interest for the purpose of fulfilling the tasks defined by the founder in the DZS Deed of Establishment in connection with ensuring international cooperation in the fields of schooling, education and other areas falling within the competence of the Ministry of Education, Youth and Sports, and on the basis of Government Resolution No. 926/2020;



- b) on the basis of the legitimate interest of DZS for the purpose of fulfilling tasks related to the delivery, administration and implementation of the Programme to Support Czechs and Czech Language Abroad.

We collect only personal data that is strictly necessary.

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

- enable participation in the Programme to Support Czechs and Czech Language Abroad;
- register applications and requests for participation in the Programme to Support Czechs and Czech Language Abroad;
- register persons involved in the Programme to Support Czechs and Czech Language Abroad;
- communicate with persons involved in the Programme to Support Czechs and Czech Language Abroad;
- provide information about DZS activities and events;
- enable participation in events organised by DZS;
- provide information on opportunities to participate in international programmes;
- provide information materials and publications issued by DZS;
- carry out evaluation and dissemination activities;
- work on continuously improving the Programme to Support Czechs and Czech Language Abroad.

2. What data we need

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

- address and identification personal data - in particular name, surname, date and place of birth, gender, nationality, passport/ID card number and validity, permanent address, contact telephone number and email address;
- descriptive personal data - in particular the name and address of the employer or school organisation, and the employer's or school's telephone number and email address;
- other data required for obtaining financial or other material support - education, native language, knowledge of other foreign languages and health status for reasons of substantial public interest.

Depending on the specific form of participation in the Programme, the support provided or the fulfilment of DZS's obligations under legal regulations, other personal data may also be processed to the necessary extent, in particular data necessary for the conclusion of contracts, the provision of financial support, the arrangement of travel, insurance, residence, personal safety and the



fulfilment of DZS's obligations towards public authorities or foreign partners.

Such data may include, for example, data from identity documents, bank details, data concerning family members, data related to tax, insurance or visa obligations, and other data required by legal regulations or by the conditions of the specific programme.

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

3. How we work with the data

Personal data is carefully protected by us. Personal data is processed manually and in electronic information systems, in particular via the integrated digital web platform Studujnavs.gov.cz, which 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.

We transfer your processed personal data to the following recipients:

ad a)

- the Ministry of Education, Youth and Sports of the Czech Republic;
- the Ministry of Foreign Affairs of the Czech Republic;
- the Ministry of Health of the Czech Republic;

To the necessary extent, personal data may also be transferred to other recipients involved in the delivery, administration or technical support of the Programme to Support Czechs and Czech Language Abroad, in particular providers of information technologies and systems, accounting service providers and payment institutions, partner schools and educational institutions, as well as foreign partner organisations involved in the implementation of the programme.

The transfer of personal data to these recipients takes place exclusively to the extent necessary to fulfil the purpose of the programme and in compliance with all obligations in the area of personal data protection under applicable legal regulations.

ad b)

- the public, in the form of generalised information contained in printed and electronic information materials issued by DZS;
- the public, in the form of generalised information on websites administered by DZS.

With your consent, your personal data covered by that consent will be published by us on the relevant websites and/or in publications.



In addition to the recipients listed above, public authorities may also obtain 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 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:

- event registrations: disposal 10 years after involvement in the Programme ends;
- applications and requests: disposal 10 years after involvement in the Programme ends;
- contracts, related correspondence and final reports: disposal 10 years after involvement in the Programme ends;
- website content and social media: disposal 10 years after involvement in the Programme ends;
- records, minutes and operational documents: disposal 10 years after involvement in the Programme ends.

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. Your rights

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 Poříčí 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.