



Notification of personal data processing for the purpose of implementing the EEA Grants programme agenda and providing services

For the purpose of personal data processing the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00, Praha 1, IČO 61386839, (hereinafter the DZS) is the controller of the data that you will provide to us as the data subject. We collect and process only those categories of your personal data described under point 2 that we necessarily need in order to implement the tasks as described under point 1. The ways in which we use your personal data are described under point 3, and point 4 states how long we keep the data provided by you. Point 5 presents basic information about your rights in relation to the personal data that you provide. Should you have any questions concerning personal data protection you can contact us at gdpr@dzs.cz, or through the tj8vfp3 data box.

1. Why we need the data

We collect your personal data:

- a) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body in the Charter of Foundation that relate to providing for international cooperation in the area of schooling, education and other areas within the jurisdiction of the MoEYS;
- b) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the EEA Grants programme "Education";
- c) on the basis of public interest for the purpose of fulfilling the tasks related to the implementation and administration of the EEA Grants programme "Education", following from the Memorandum of Understanding on Implementation of the EEA Financial Mechanism 2014-2021 concluded between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Czech Republic and the Programme Agreement concluded between the Ministry of Finance of the Czech Republic and the Financial Mechanism Committee.

We only collect data that are absolutely necessary.

Without the personal data provided for the purpose mentioned above we cannot:

ad a)

- provide information about the possibilities of participation in other international programmes administered by the DZS based on the Charter of Foundation;



- provide information about DZS activities and events;
- enable participation in events organised by the DZS;
- provide info materials and publications issued by the DZS.

ad b)

- work on continuous improvement of programme implementation;
- issue publications;
- conduct studies and analyses;
- provide information to the general public about good practice examples.

ad c)

- provide information about the possibilities of participation;
- keep records of applications for financial support;
- arrange for assessment of applications for financial support in terms of formal and quality requirements;
- provide information about the results of the assessment of applications;
- conclude contracts;
- provide financial support for granted applications;
- provide information and support during project implementation;
- issue accounting documents;
- carry out monitoring and inspections for financial support beneficiaries;
- carry out evaluation and dissemination activities;
- implement inspections as part of the DZS internal control system;

2. What data we need

We need particularly the following categories of personal data from you for the purposes stated under point 1:

ad a)

- address and personal identification data - the name, surname, name of the organisation, email address, contact address, telephone number, signature, photographs documenting projects and events implemented and organised by the DZS;

ad b)

- address and personal identification data - the name, surname, name of organisation, position in the organisation, email address, contact address, telephone number, signature, photographs documenting projects and events;



ad c)

- address and personal identification data - the name, surname, title, name of the organisation, email address, contact address, telephone number, signature, photographs documenting projects and events;
- descriptive personal data - position in the organisation, participation in training;
- additional data in the event of obtaining financial support or other material support - bank account number (possibly IBAN, SWIFT, name and address of the account holder), names, surnames, email addresses, dates of birth, nationality and gender of participants, in relevant cases data relating to completion of mobility due to force majeure, data about health condition (a copy of a medical report and a severe health disability card) if a special contribution beyond common support for special needs participants is concerned; information about whether the participant has specific needs or fewer opportunities; a motivation letter; educational attainment; foreign language skills; citizenship; number of ECTS credits.
- if a special contribution beyond common support for special needs participants or participant with fewer opportunities is concerned, the list of expenditures paid from this special contribution, accounting documents and bank account statement related to the expenditures;
- in final participants' reports: name, surname, gender, level of studies/position, year of study, sending institution including a faculty/field, receiving institution, date of mobility, content of mobility, , type of mobility, motivation, previous participation in an international programme, satisfaction with the mobility, improvement of skills and competences, covering of the costs, summary of the mobility, project number.

If the law requires this, we can fill in your personal data from public registers, lists, records or from third parties.

3. How we work with the data

We strictly protect your personal data. Personal data are processed both manually and via electronic information systems that are subject to physical, technical and procedural inspection. For the purpose of data protection we have security mechanisms in place entailing technical, organisational and personal measures. The DZS has integrated data security principles in line with ČSN EN ISO/IEC 27 001. Compliance with the standard is confirmed by an external auditor every year.

Remote data processing and storage is not carried out by the DZS in its role of the data controller. All data are processed in the Czech Republic.

Based on legal and/or public and/or legitimate interest of the DZS we pass on your



processed personal data to the following recipients:

- Norwegian Directorate for Higher Education and Skills; Agency for International Education Affairs; The Financial Mechanism Committee
- control and audit bodies for tasks they are authorised to carry out;
- the Ministry of Education, Youth and Sports, the Ministry of Finance and other state administration bodies;
- experts in quality assessment;
- only generalised information presented in printed and electronic info materials issued by the DZS is provided to the public;
- only generalised information presented at the web pages administered by the DZS is provided to the public.

We will provide your first name, surname and address to an external distribution company for the purpose of delivering specialist and info leaflets, newsletters and publications only with your consent.

We will publish your first name, surname and address at websites and in DZS publications only with your consent.

In addition to the aforementioned recipients, personal data may also be obtained, in line with legal regulations, by public authorities as part of special surveys. No other third parties have access to your personal data.

4. How long we store the data

In line with internal regulations, and in line with legal regulations for some documents, we store documents containing your personal data for the period set out in the DZS data disposal plan:

- registration at events, data disposal 10 years after completion of the programme;
- applications, data disposal 10 years after completion of the programme;
- contracts, related correspondence and final reports, data disposal 10 years after completion of the programme;
- project folder including monitoring visits and records from inspections, data disposal 10 years after completion of the programme;
- accounting documents, data disposal 10 years after completion of the programme;



- web-based information, social networks, data disposal 10 years after completion of the programme;
- records, minutes, operational documents, data disposal 10 years after completion of the programme.

Following this period the documents containing your personal data, whatever the medium, will be irreversibly destroyed.

Any personal data that we keep solely on the basis of your consent to process the data will be stored until the moment you notify us of withdrawing your consent, or until the reason for their collection is no longer valid, depending what circumstance occurs earlier.

5. What are your rights

Any person whose data we process can make a request for information about their personal data processing and for access to the data. If the requests of the data subject are manifestly unfounded, excessive or, most importantly, repetitive, the DZS may charge a reasonable fee for the provision of information about the personal data processing. The fee must not exceed the necessary costs of providing such information. The request may be refused on the same grounds.

If you discover or assume that the processing of personal data is in conflict with your private and personal life protection or in violation of legal regulations, or that any of your personal data processed by us are not correct or complete, you can ask for explanation and, most importantly, request that we rectify the situation - i.e. correct, reduce or erase your personal data. In specific cases of data processing on the basis of the DZS's legitimate interest you have the right to object to the processing of personal data. In such cases we cease the relevant processing activity, provided that no other lawful basis prevents us from doing so. At any time you may withdraw your consent to the processing of your personal data.

To make a request please contact us through the relevant DZS communication channels. Following the claimant's identification as required by the law, you will be informed about the processing of your request within the period prescribed by the law.

Should you wish to contact us with a query or complaint about how we processed your personal data, please use the tj8vfp3 data box, or do so in writing and send your letter to Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1. Your request will be forwarded to the relevant DZS staff who will cooperate with you in order to deal with the matter. If you are still of the opinion that your personal data were not treated in line with the law, you may turn to the Office for Personal Data Protection.