



## Information on personal data processing for the purpose of implementing the Academic Information Agency programme agenda and providing services

For the purpose of personal data processing, the Ministry of Education, Youth and Sports (hereinafter referred to as "MoEYS"), Karmelitská 529/5, 118 12 Prague 1, IČO 00022985, e-mail: [posta@msmt.cz](mailto:posta@msmt.cz), data box ID: vidaawt, personal data protection officer: Mgr. Šárka Jílková Karmelitská 529/5, 118 12 Prague 1, e-mail: [gdpr@msmt.cz](mailto:gdpr@msmt.cz), is the controller of the data that you will provide to us as the data subject,

and

the Czech National Agency for International Education and Research (hereinafter referred to as "DZS"), Na Poříčí 1035/4, 110 00 Prague 1, IČO 61386839, acts as the data processor.

Information about the processing of personal data by the MoEYS is outlined at: <https://www.msmt.cz/ministerstvo/zakladni-informace-o-zpracovani-osobnich-udaju-ministerstvem>.

Should you have any questions concerning personal data protection, you can contact us at [gdpr@dzs.cz](mailto:gdpr@dzs.cz), or through the tj8vfp3 data box.

### 1. Why we need the data

Your personal data is processed

- a) on the basis of public interest for the purpose of fulfilling the tasks that arise from the provision of 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 Academic Information Agency programme, resulting from some bilateral agreements between the Czech Republic and various individual countries;
- c) on the basis of public interest for the purpose of fulfilling the tasks that relate to issuing the confirmation of posting to study abroad to the former Eastern Bloc

countries of Czechoslovak citizens before 1989, under the competencies of MoEYS.

We only collect data that are absolutely necessary.



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

ad a) as part of the Academic Information Agency programme:

- provide information about the possibilities of participation;
- keep records of applications for scholarships;
- ensure assessment of the applications for scholarships in terms of formal requirements;
- provide information about the results of the assessment of applications;
- conclude contracts;
- provide information and support;
- implement evaluation and dissemination activities;
- implement inspections as part of the DZS internal control system
- work on continuous improvement of programme implementation;
- issue publications;
- carry out studies and analyses;
- provide information to the general public about good practice examples.

ad b)

- provide information about what is available and enable 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 c) as part of the Academic Information Agency programme:

- issue the confirmation of posting to study abroad (i.e. posting to the former Eastern Bloc countries) of Czechoslovak citizens before 1989.

## 2. What kind of data we need

For the above purposes, we need you to provide us with the following data:

ad a)

- address and personal identification data - particularly the name, surname, academic degree, contact address, telephone number, e-mail address;
- photographs documenting implementation of projects and events organised by the DZS;
- descriptive personal data - position in a company, participation in training;
- additional data - date of birth, citizenship and gender of the participants, a copy of the passport (or transcript of passport data) in precisely defined cases and where the rationale for this request is provided, medical report on the health condition of the participant in precisely defined cases and where the rationale for this request is provided, CV, destination country, type of stay abroad, if applicable name of the host institution abroad, time period of stay abroad,



language skills;

- information about the level of educational attainment and current studies (name of education institution, faculty, field of study, year of study, type of study, proof of examinations passed, copy of the higher education diploma);
- in case of underage applicants - passport photography, information about the legal guardian (name, surname, address, telephone number, e-mail, bank account), copy of a school report, confirmation of payment for the transport (in relevant cases).

ad b)

- address and personal identification data - first name, surname, title, contact address, contact telephone number, email address, organisation, position in the organisation, signature.

ad c)

- address and personal identification data - first name, surname, surname at the time of study (if different), academic degree, date of birth, information about the study (country, city, school name, faculty, time period of stay), contact address, contact telephone number, e-mail address.

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 MoEYS acting as the data controller, or by the DZS acting as the data processor. All data are processed in the Czech Republic. The only exception is data entered by the data subjects directly in external databases where the DZS operates only as the data processor. In the case of the Academic Information Agency programme, these are IT tools and databases; the data entered in these systems are directly administered by the DZS.

Based on legal and/or public and/or legitimate interest of the MoEYS as the controller and the DZS as the processor, we pass your processed personal data on to the following recipients:

- other state administration bodies;
- control and audit bodies for tasks they are authorised to carry out;



- receiving organisations and their relevant partners in the case of a specific set of international activities;

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 on websites and in DZS publications only with your consent.

Scholarship holders provide AIA with their Final Study Abroad Reports (hereinafter "reports") which are then anonymized, i.e., cleared of all personal data, and posted on the AIA website. For the purposes of internal processing, the reports are marked with a numerical code (ID) of the respective scholarship application. Information enabling the identification of the scholarship holder based on the numerical code is accessible to the AIA staff only and is never shared with third parties.

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 process 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 activity;
- applications, data disposal 10 years after completion of the activity;
- requests for the issue of the confirmation of posting to study abroad to the former Eastern Bloc countries of Czechoslovak citizens before 1989, under the competencies of MoEYS, data disposal 5 years after completion of the activity;
- contracts, related correspondence and final reports, data disposal 10 years after completion of the activity;
- project folder, including monitoring visits and records from inspections, data disposal 10 years after completion of the activity;
- accounting documents, data disposal 10 years after completion of the activity;
- web-based information, social networks, data disposal 10 years after



- completion of the activity;
- records, minutes, operational documents, data disposal 10 years after completion of the activity;
  - Barrande Fellowship Programme: approved applications 5 years after completion of the activity;
  - Barrande Fellowship Programme: not approved applications 1 year after completion of the activity.

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 on 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 MoEYS 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 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 vidaawt data box, or do so in writing and send your letter to Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Praha 1.. Your request will be forwarded to the relevant MoEYS 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.