

# Notification of personal data processing for the purpose of implementing the CEEPUS programme agenda and providing services

For the purpose of personal data processing, the Czech National Agency for International Education, Na Poříčí 1035/4, 110 00 Prague 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](mailto: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 the international *Agreement concerning the Central European Exchange Programme for University Studies (CEEPUS III)* about the implementation of the CEEPUS signed by member states, the *Agreement on joint processing of personal data according to Art. 26 of the European General Data Protection Regulation 2016/679* signed by the CEEPUS National Offices of the member states and the Central CEEPUS Office in Austria and the international *Agreement on processing pursuant to Article 28 GDPR within the EU/EEA* between the DZS and the Central CEEPUS Office in Austria;
- b) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body in the DZS Charter of Foundation that relate to providing for international cooperation in the area of schooling, education and other areas within the jurisdiction of the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter the MoEYS);
- c) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the CEEPUS programme agenda.

We are collecting only indispensable and necessary personal data.

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

ad a)

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

ad b)

- provide information about possibilities available within the frame of the programme and enable participation in other international programmes carried out by the DZS according to the DZS Charter of Foundation;
- provide information about relevant DZS activities and events;
- enable participation in events organised by the DZS;
- provide info materials and publications issued by the DZS;

ad c)

- work continuously on improving the programme's implementation;
- issue publications;
- conduct studies and analyses;
- inform the general public about good practice examples;
- process the yearly report for the MoEYS.

## 2. What data we need

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

- General personal data: academic degree, position, first name, middle name(s) and surname(s), citizenship, gender, date and place of birth;
- Contact details: address, phone and fax number, e-mail;
- Login data: user name, password (accessible to the server provider in the Central CEEPUS Office only).

In order to be able to decide whether a network application can be supported, the following data need to be processed:

- General project data: Project / network title, objectives and curriculum;
- Data related to participating units: name of the institution, faculty, department, address;
- Data related to the contact person (first name, middle name(s) and surname(s), academic degree, position, address, phone and fax number, e-mail);
- Data related to administrative staff of International Relations Office in charge of the CEEPUS programme (first name, middle name(s) and surname(s), academic degree, position, phone and fax number, e-mail);
- Data related to cooperation: joint use of infrastructure and know-how of the organization (coordination, selection criteria for students and teachers, recognition, network activities, Joint Programmes and Joint Degrees, language of the project,...)

In order to be able to decide whether a mobility application in the frame of the network can be supported, the following data need to be processed:

- Data concerning the planned mobility: Host institution (name of the institution, faculty, department, address, contact person plus their e-mail), Home institution (name of the institution, faculty, department, address, contact person plus their e-mail), type of mobility, date and duration of the planned mobility;
- Data related to studies and education: field of study, motivation for mobility application (students – study plan, teachers – curriculum of lectures), education, information about the home institution, duration of the studies, language competence;

- In case of a non-member state citizenship of an applicant, it is required that the teacher submit the first page of his/her employment contract with the home institution and the student the confirmation of his/her study at the home institution;
- Once the mobility has been completed, the Mobility Report and the Letter of Confirmation with the following data are required:
  - Teachers:* duration of stay, no. of teaching hours, preparation of the Joint Programme, titles of lectures, scholarship payment (interval, additional funding, visa fee), accommodation (type, provider), potential problems, improvement of language skills, assessment of network performance (from the organizational point of view as well as academic, best memory, biggest achievement, integration (academic, social))
  - Students:* duration of stay, attendance of classes, passed exams, ECTS (exams and ECTS credits), scholarship payment (interval, additional funding, visa fee), accommodation (type, provider), potential problems, improvement of language skills, best memory, biggest achievement, reception by the host institution (on personal and professional levels).

In order to be able to decide whether a freemover application can be supported, the following data need to be processed:

- Data concerning the planned mobility: Host institution (name of the institution, faculty, department, address, contact person plus their e-mail), Home institution (name of the institution, faculty, department, address, contact person plus their e-mail), type of mobility, date and duration of the planned mobility;
- Data related to studies and education: field of study, motivation for mobility application (students – study plan, teachers – curriculum of lectures), education, information about the home institution, duration of studies, language competence;
- Required attachments of the mobility application:
  - Teachers* – Freemover Letter Teacher confirmed by the host institution contact person, list of teaching activities, titles of lectures, name of the host institution, faculty, department, academic degree, name and surname of the contact person;
  - Students* – Letter of Acceptance confirmed by the host institution contact person, name of the host institution, faculty, department, academic degrees, first name, middle name(s) and surname(s) of the contact person(s); two Letters of Recommendation confirmed by the home institution contact person, including the recommendation, academic degrees, first name, middle name(s) and surname(s) of the academic staff;
- In case of a non-member state citizenship of an applicant, it is required that the teacher submit the first page of his/her employment contract with the home institution and the student the confirmation of his/her study at the home institution;
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- Once the mobility has been completed, the Mobility Report and the Letter of Confirmation with the following data are required:
  - Teachers:* duration of stay, no. of teaching hours, preparation of the Joint Programme, titles of lectures, scholarship payment (interval, additional funding, visa fee), accommodation (type, provider), potential problems, improvement of language skills, assessment of network performance (from the organizational point of view as well as academic, best memory, biggest achievement, integration (academic, social))
  - Students:* duration of stay, attendance of classes, passed exams, ECTS (exams and ECTS credits), scholarship payment (interval, additional funding, visa fee), accommodation (type, provider), potential problems, improvement of language skills, best memory, biggest achievement, reception by the host institution (on personal and professional levels).

**Other:**

- in relevant cases, information regarding cancelled mobilities by reason of Force majeure or reasons related to health, such as a medical report;
- first name, middle name(s) and surname(s) of participants of events, documentary photographs of implemented projects and documentation related to events organized by the DZS.

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 ISO/EIC 27001. Compliance with the standard is confirmed by an external auditor every year.

The National CEEPUS Office in the DZS, together with the other CEEPUS National Offices of the member states, is the common data controller through the on-line database [www.ceepus.info](http://www.ceepus.info). The Central CEEPUS Office operates as the data processor.

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

ad a)

- Central CEEPUS office, National CEEPUS Offices, coordinators and contact persons of relevant CEEPUS networks, administrative staff of International Relations Offices in charge of the CEEPUS programme at HEIs;
- control and audit bodies for the tasks they are authorised to carry out;

ad b)

- MoEYS and other state administration bodies;

ad c)

- the public, as part of no longer identifiable (anonymised) information presented in printed and electronic info materials issued by the DZS;
- the public, as part of no longer identifiable (anonymised) information on web pages administered by the DZS.

With your consent only will we provide your first name, middle name(s) and surname(s) and address to an external distribution company for the purpose of delivering specific journals and info leaflets, newsletters and publications.

With your consent only will we publish your first name, middle name(s) and surname(s), address, including photographs, on websites and in publications of the DZS.

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 and the Austrian civil code:

- registration at events, data erasure: 30 years after completion of the programme agreement;
- applications, data erasure: 30 years after completion of the programme agreement;
- documents related to awarding of scholarship, related correspondence and final reports, data erasure: 30 years after completion of the programme agreement;
- project folder including possibly realized monitoring visits and records from inspections, data erasure: 30 years after completion of the programme agreement;
- accounting documents, data erasure: 30 years after completion of the programme agreement;
- web-based information, social networks, data erasure: 30 years after completion of the programme agreement;
- records, minutes, operational documents, data erasure: 30 years after completion of the programme agreement.

Following this period, the documents containing your personal data on whatever 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 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 written request to the address 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.