

# **Notification of personal data processing for the purpose of managing the ‘Study in the Czech Republic’ (STUDY IN) agenda and providing services**

For the purpose of personal data processing the Czech National Agency for International Education (hereinafter the DZS) company ID: 61386839 based at Na Poříčí 1035/4, Prague 1 is the controller of data that you will provide us as the data subject. We collect and process only those categories of your personal data described in point 2 which we absolutely need to fulfil the purpose described in point 1. You can review how we handle your personal data in point 3 and further, in point 4, we define how long we keep the data you provide. In point 5, we provide basic information about your rights in relation to the personal data you provide. In case of any questions related to the processing of personal data, you can contact us via e-mail [gdpr@dzs.cz](mailto:gdpr@dzs.cz) or via data box ID *tj8vfp3*.

## **1. Why we need your data**

We collect your personal information:

- a) on the basis of a public interest, in order to fulfil the mission and tasks of DZS, which are defined by the founding body in the Charter of Foundation and which are in connection with the provision of international cooperation in the fields of education and other matters, which arise from the competence of the Ministry of Education, Youth and Sports;
- b) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the Study in the Czech Republic Initiative.

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

ad a) and ad b)

- Provide information on opportunities to participate in international programs,
- implement evaluation and dissemination activities,
- facilitate participation in international programs, inform about activities and events organized by STUDY IN and DZS and meet in person with representatives of universities,
- Provide information and facilitate participation in activities and events organized by STUDY IN and DZS, personally meet with higher education institutions representatives
- disseminate information materials and publications published by STUDY IN and DZS,
- work on the continuous improvement of the initiative implementation,
- publish publications,
- carry out studies and analyses,
- inform the general public about examples of good practice,
- collect contact details of representatives from universities participating in higher education fairs,
- collect contact details of participants in accompanying programmes at higher education fairs (e.g. networking receptions),
- promote and present the STUDY IN initiative, Study in the Czech Republic and Czech universities abroad (for example at trade fairs),

- publish contact persons for university studies on the interactive portal of study programmes <https://portal.studyin.cz/>.
- publish contacts / contact persons on the website [www.studyin.cz](http://www.studyin.cz) and on information materials published by DZS and STUDY IN.

## 2. What data we need

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

ad a) and ad b)

- Address and personal identification data (university representatives) - name, surname, title, contact address, contact telephone number, e-mail address, and documentary photographs, video and/or sound recordings of events organized by DZS, data collection for the purpose of processing analyses,
- descriptive personal data - job position, name, and website of institution,
- address and identification personal data (potential applicants for university studies) - name, surname, contact address, contact telephone number, e-mail address, country of origin, name of the university, documentary photographs, videos or sound recordings of events organized by DZS, data collection for the purpose of processing analyses.

We only collect data that are absolutely necessary.

If required by law, we may add your personal data from publicly available 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.

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.

There are exceptions in the form of data that are entered by the subject of personal data directly into external databases, which DZS merely processes:

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

ad a)

- The Ministry of Education, Youth and Sports of the Czech Republic and other state administration bodies.

ad b)

- To the public, in the form of generalised information presented in printed and electronic information materials published by DZS under the 'STUDY IN' brand,

- To the public as a part of generalized information on websites and social media managed by DZS under the 'STUDY IN brand.

We will provide your first name, surname, and email 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 name, surname, and email at our websites and in our 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:

- Registrations for events are shredded 10 years after the end of the program,
- registration to participate in trade fairs and accompanying events at trade fairs are shredded after the end of the event,
- project dossier, including performed monitoring visits and minutes of inspections are shredded 10 years after the end of the program,
- accounting documents are shredded 10 years after the end of the program,
- website information, social networks are shredded 10 years after the end of the program,
- records, entries, operational documents are shredded 10 years after completion of the program.

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.