

Notification of personal data processing for 'Study in the Czech Republic' (STUDY IN) ambassadors / alumni registration

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 the personal data described in point 2 that we necessarily need in order to implement the tasks as described in point 1. You can read how we deal with your personal data in point 3. In point 4, you can read how long we keep the data you provide. In point 5, we provide basic information about your rights in relation to your personal data. For inquiries related to the processing of personal data, you can contact us via e-mail gdpr@dzs.cz or info@studyin.cz, or through the data box number: tj8vfp3.

1. Why we need the data

1.1. We collect your personal data:

- a) on the basis of 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.

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

ad a) and ad b)

- promote Czech higher education and Czech higher educational institutions abroad;
- promote Study in the Czech Republic in the Czech Republic nor abroad;
- enable members of the Czech Republic Alumni programme to stay connected with the Czech Republic and its official institutions and with higher education institutions;
- provide information about new alumni services and opportunities for networking (through emails or newsletters) for interested users;
- provide invitations to relevant events in your area;
- enable alumni members to promote their achievements and success stories;
- develop a professional network of international students who graduated from higher education institutions in the Czech Republic;
- store the data on the www.studyin.cz website and in the Study in the Czech Republic's internal database;
- collect and use the data for statistical and reporting duties, strictly anonymized in case of a public report;
- improve the graphical appearance and user experience of the Ambassador section on www.studyin.cz;

- enable other students interested in studying in the Czech Republic to contact you, read about your experience and ask questions regarding information connected to your studies and view your profile;
- enable other students interested in studying in the Czech Republic to be reached by a live stream or a video / audio recording / other promotional material with you / your quotes in it.

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)

Personal identification data - name, surname, country of origin, name of higher education institution of study abroad, level of study, field of study, e-mail address, information about study (answers to at least three questions about your study stay, whether you already finished your studies in the Czech Republic and a motto).

We only collect data that are absolutely necessary.

If required by the law, 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 standards 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 public and / or legitimate interest of the DZS, we pass on your processed personal data (name, surname, country of residence, email) to the following recipients:

- Czech higher education institutions;
- Czech Centres;
- Czech diplomatic missions abroad;
- Ministry of Education, Youth and Sports;
- Ministry of Foreign Affairs;
- Other partnering institutions.

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, publications, and invitations to alumni events only with your consent.

We may publish your first name, surname, profile picture, audio and / or video recording, a live stream video and live stream video recording with you in it, on DZS websites and social media channels, and 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.

- 3.1. By registering as an ambassador, your personal data are accessible publicly on the website www.studyin.cz where the website visitors can read the information you provided, see the picture you uploaded and contact you (your email is not visible publicly).

By registering as alumni, your personal data are not accessible publicly on the website www.studyin.cz.

- 3.2. We reserve the right to remove any unwanted content.
- 3.3. We do not perform any profiling or automated decision making.
- 3.4. In accordance with legal regulations, as you are our ambassador / alumni, we shall send information from time to time about our services unless you terminate your account. We use your email for this purpose.
- 3.5. We only collect personal data you provided us. We do not find out any data other than those you give us. You are required to provide only accurate data and if your personal data has changed, you must notify us to update the data. For this purpose, you can use the email address info@studyin.cz.
- 3.6. We use the following processors to process your personal data:
 - IT-PRO s.r.o., Šlejharova 36, 50901, Nová Paka (company ID: 28786921)
- 3.7. We may process the personal data manually or automatically and may involve our employees or other persons working for us, including for the purpose of removing errors, inaccuracies, etc. However, such persons may process personal data only under the conditions and in the scope mentioned above, and are bound by the obligation to maintain confidentiality of personal data and security measures whose disclosure would threaten the security of personal data.
- 3.8. We always process personal data in accordance with applicable laws and we provide them with due care and protection. We take care that you never suffer any harm to your rights, in particular the right to the preservation of human dignity. We also protect you from unauthorized interference with your private and personal life.

4. How long we store the data

We keep the personal data, which you provided, for the whole time of the existence of the website www.studyin.cz. We have, in particular, the right to access, correct or delete personal data, in accordance with the General Privacy Statement and other legal standards. As a registered Ambassador / Alumni you will not be able to edit the published information once the registration is complete.

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, no matter the medium, will be referred to the National Archives or 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 collecting them has ceased to exist, whichever is the 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 us a 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.