



INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF THE AGENDA OF THE PROGRAMME OF SUPPORT OF THE CZECH CULTURAL HERITAGE ABROAD (COMPATRIOT EDUCATION PROGRAMME AND CZECH LANGUAGE AND LITERATURE LECTORATES ABROAD PROGRAMME) AND THE PROVISION OF SERVICES

The Czech National Agency for International Education and Research, with its registered office at Na Poříčí 1035/4, 110 00 Prague 1, ID No.: 61386839 (hereinafter referred to as "DZS") is the data controller for the purposes of processing the personal data you provide to us as a data subject. We collect and process only those categories of your personal data described in section 2 that we strictly need to fulfil the purpose described in section 1. You can read about how we handle your personal data in section 3 and how long we store the data you provide in section 4. Section 5 provides basic information about your rights in relation to the personal data you have provided.

Contact details of the Data Protection Officer:

DZS provides the following contact details for communication and enquiries relating to the processing of personal data:

- Name and surname: Linda Anušić
- Correspondence address: Na Poříčí 1035/4, 110 00, Prague 1
- Email address: gdpr@dzs.cz
- Telephone: 725 358 686
- Data box ID: tj8vfp3

1. Why we need the data

We collect your personal data:

- a) on the basis of the public interest in order to fulfil the tasks defined by the founder in the DZS Charter in connection with the provision of international cooperation in education, training and other fields arising from the competence of the Ministry of Education, Youth and Sports and on the basis of Government Resolution No.926/2020.
- b) on the basis of the legitimate interest for the performance of tasks related to the administration and implementation of the Programme of Support of the Czech Cultural Heritage Abroad.



We collect the necessary personal data.

Without the personal data provided for the above purposes, we cannot:

- enable participation in the Programme of Support of the Czech Cultural Heritage Abroad;
- register applications and requests for participation in the Programme of Support of the Czech Cultural Heritage Abroad;
- register persons involved in the Programme of Support of the Czech Cultural Heritage Abroad;
- communicate with persons involved in the Programme of Support of the Czech Cultural Heritage Abroad;
- provide information about DZS activities and events;
- enable participation in events organised by DZS;
- provide information on opportunities to participate in international programmes;
- provide information materials and publications published by DZS;
- implement evaluation and dissemination activities;
- work to continuously improve the Programme of Support of the Czech Cultural Heritage Abroad.

2. What data we need

For these purposes, we need the following categories of personal data from you:

- address and identification personal data - in particular name, surname, date and place of birth, gender, nationality, number and validity of your passport/ID card, permanent address, contact telephone number, email address;
- descriptive personal data - in particular, the name and address of the employer/school's organisation, telephone number and email address of the employer/school;
- other data for obtaining financial or other material support - education, native language, knowledge of other foreign languages, state of health.

Where required by law, we may supplement your personal data from publicly available registers, lists, records or from third parties.

Personal data are strictly protected in our company. Personal data are processed manually and in electronic information systems (especially via the integrated digital web platform Studujnavs.gov.cz), which are subject to physical, technical and procedural controls. In order to protect data, we have security mechanisms in place, including appropriate technical, organisational and personnel measures.



We transfer your processed personal data to the following recipients:

re a)

- the Ministry of Education, Youth and Sports of the Czech Republic;
- the Ministry of Foreign Affairs of the Czech Republic;
- the Ministry of Health of the Czech Republic;

re b)

- to the public in the generalised information provided in printed and electronic information materials published by DZS;
- to the public as part of the generalised information on the website managed by DZS.

With your consent, your personal data will be published by us on the relevant websites and/or publications to the extent to which you have granted your consent.

In addition to these recipients, public authorities may also receive personal data in the context of a special investigation in accordance with the law. No other third parties have access to your personal data.

3. How long we keep the data

In accordance with our internal policies, or for certain documents in accordance with the legal requirements, we retain documents containing your personal data for the period of time specified in the DZS shredding plan:

- data on registration at events are shredded 10 years after the end of the programme;
- data on applications and requests are shredded 10 years after the end of the programme;
- data on contracts, related correspondence and final reports are shredded 10 years after the end of the programme;
- data published on the website and social networks are shredded 10 years after the end of the programme;
- records, minutes and operational documents are shredded 10 years after the end of the programme.

After the specified period of time, the documents containing your personal data on all media will be irreversibly destroyed.

Any personal data we hold only on the basis of your consent to their processing will be retained until you notify us that you withdraw your consent or until the reason for collecting the data has ceased, whichever occurs sooner. Withdrawal of consent does not affect the processing of personal data on another legal basis.



4. Your rights

Anyone whose personal data we process can request information about the processing of their personal data and access to such data. In cases where requests made by the data subject are manifestly unfounded or disproportionate, in particular because the requests are repeated, DZS is entitled to charge a reasonable fee for the provision of information on the data subject's personal data processed, not exceeding the costs necessary to provide the information. A request may be refused for the same reasons.

In certain cases, you also have the right to erasure if:

- a) your personal data are no longer needed for the purposes for which they were collected or otherwise processed;
- b) you withdraw the consent on the basis of which we processed the relevant personal data;
- c) you object to the processing of your personal data in the cases provided for by the applicable generally binding legal provisions and there are no overriding legitimate grounds for our processing of your data;
- d) your personal data have been unlawfully processed, or
- e) your personal data must be erased to comply with a legal obligation to which we are subject.

If you discover or believe that your personal data are being processed in violation of the principles assuring the protection of your private and personal life or in violation of the law, or that any of your personal data processed by us are incorrect or incomplete, you have the opportunity to request an explanation and, in particular, to request that we remedy the situation, i.e. rectify or supplement your personal data.

You have the right to restrict processing provided that:

- a) you contest the accuracy of your personal data for the time necessary for us to verify the accuracy of your personal data;
- b) your personal data have been unlawfully processed, and you request a restriction of processing instead of erasure;
- c) you have objected to the processing of your personal data and in other cases provided for by the applicable generally binding legal regulations.

In specified cases where your personal data are processed in the legitimate interest of DZS, you may also exercise your right to object to the processing, in which cases, unless prevented by another legal title, we will terminate the respective processing operation. If you have granted your



consent to processing, you may withdraw it at any time.

To make a request, please contact us through the established DZS communication channels. After your identity as the applicant has been proven as prescribed by law, we will inform you that your application will be processed in accordance with the relevant legal requirements within the statutory time limit.

If you wish to contact us with a complaint or suggestion about how we have processed your personal data, please contact us via data box tj8vfp3 or write to us at the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 1. Your complaint will be forwarded to the responsible DZS staff member, who will then deal with it and work with you to resolve it. If you still believe that your personal data have not been treated in a reasonable manner in accordance with the law, you may contact the Office for Personal Data Protection.

CLASSIFICATION: FOR DZS INTERNAL USE

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