



INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE MANAGEMENT OF THE AGENDA AND PROVISION OF SERVICES FOR RESIDENCE DLOUHÁ

The Czech National Agency for International Education and Research, 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: 725358686
- Data box ID: tj8vfp3

1. Why we need the data

We collect your strictly necessary personal data:

- a) on the basis of a legal reason (Act No. 326/1999 Coll., on the residence of foreign nationals in the Czech Republic, as amended; Act No. 565/1990 Coll., on local fees, as amended; Act No. 563/1991 Coll., on accounting, as amended; Decree No. 410/2009 implementing certain provisions of Act No. 563/1991 Coll.; the Czech Accounting Standards for certain selected accounting entities that keep accounts pursuant to Decree No. 410/2009 Coll., as amended; Act No. 235/2004 Coll., on value added tax; Act No. 586/1992 Coll., on income taxes; Instructions by the Treasury to ensure the fulfilment of the obligations arising from these Acts;
- b) on the basis of a contractual relationship for the purpose of providing accommodation and related services, which takes place on the basis of an accommodation contract concluded in accordance with the provisions of Section 2326 et seq. of Act No. 89/2012 Coll., the Civil Code.

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

re a)

- accommodate guests;
- issue invoices;

re b)

- enter into contractual relations;
- make bookings for accommodation and related services;
- provide accommodation and related services.

2. What data we need

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

re a)

- the personal data stipulated by Act No. 326/1999 Coll. on the residence of foreign nationals in the Czech Republic, as amended: period of accommodation, purpose of stay, name, surname, date of birth; nationality; address of permanent residence or place of permanent residence abroad, ID card or passport number, visa number;
- the personal data stipulated by Act No. 565/1990 Coll., on local fees, as amended: period of accommodation, purpose of stay, name, surname, address of permanent residence or permanent residence abroad, number of the natural person's ID card or passport;
- address and identification personal data - in particular name, surname, title, registration number, VAT number, company name, registered office, contact address, contact telephone number, email address, correspondence address, bank details;

re b)

- address and identification personal data - name and surname, address of permanent residence or permanent residence abroad, ID card or passport document number, period of accommodation, type of payment;
- address and identification personal data - client, name of contact person, telephone number, email address, number of guests, room types, names and surnames of guests, period of accommodation, payment type, billing information, signature for the purpose of making a booking;
- details of payment card holder: name, address, telephone; card details: card type, number, expiry date, signature of cardholder and date for the purpose of processing deposits/payments for accommodation and related services.

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

3. How we work with data

Personal data are strictly protected in our company. Personal data are processed manually and in electronic information systems 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. DZS has integrated data security principles in accordance with the EN ISO/IEC 27 001 standard. Compliance with this standard is confirmed annually by an external auditor.

The remote processing and storage of data is not carried out by DZS as the controller. All personal data are processed in the Czech Republic. The exception is data entered by the data subject directly into the contracting authority's profile for the purpose of participating in a tender procedure for which DZS is only the processor, or data entered in order to comply with a legal obligation:

- Register of contracts for contracts worth in excess of 50 thousand CZK excluding VAT
<https://smlouvy.gov.cz/>, where the data controller is the Ministry of the Interior.

We transfer your processed personal data on the basis of legal and/or public and/or the legitimate interest of DZS to the following recipients:

- inspection and audit authorities within the scope of their mandate;
- the Police of the Czech Republic (Foreign Police Department);
- the financial administration authorities;
- the Ministry of Education, Youth and Sports of the Czech Republic and other state authorities.

In addition to those 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.

4. 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:

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- accommodation forms are shredded after 6 years;
- order forms are shredded after 10 years;
- inspection and audit records are shredded after 10 years;
- accounting documents are shredded after 10 years.

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

5. 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.

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, restrict or delete your personal data. 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.

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