

Notice on Personal Data Processing – Mobis

VSB – Technical University of Ostrava, Identification No.: 61989100, with its registered office at 17. listopadu 15/2172, 708 33 Ostrava-Poruba (hereinafter “VŠB-TUO” or the “controller”), hereby informs data subjects, pursuant to Articles 12–14 of Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), about the processing of their personal data in the Mobis application.

This notice applies to foreign guests, visitors and other foreign nationals registered in Mobis, regardless of the length of their stay, nationality or the existence of an employment relationship with VŠB-TUO.

1. Personal data processing: purposes, legal bases

VŠB-TUO processes personal data in Mobis for the following purposes:

a) Recording and administering stays of foreign guests and visitors

Includes records of short-term visits and stays of more than 7 days, approval processes, identification of guests, and assignment of a host and host department.

Legal basis:

- the controller's legitimate interest in keeping records of persons present on university premises, arranging stays and protecting property and persons
- where applicable, compliance with a legal obligation under Act No. 111/1998 Coll., on Higher Education Institutions.

b) Providing access to VŠB-TUO's information and infrastructure systems

Includes the creation of an electronic identity, access to Mobis, Innet, the Wi-Fi network and, where applicable, other internal university systems.

Legal basis:

- performance of a contract or taking steps at the data subject's request prior to entering into a contract,
- the controller's legitimate interest in ensuring the proper and secure operation of information systems.

c) Handling residence and visa matters for foreign nationals

Includes preparing invitation letter documentation, liaising with public authorities and other administrative tasks relating to foreign nationals' stays in the Czech Republic.

Legal basis:

- compliance with a legal obligation under specific legislation,
- performance of a contract or taking steps prior to entering into a contract,
- consent to the processing of personal data, based on a request from the data subject.

d) Managing foreign nationals' employment and similar relationships

Applies to foreign nationals in an employment or similar relationship with VŠB-TUO, including compliance with obligations towards labour offices, the Czech Social Security Administration (ČSSZ), health insurance providers and other authorities.

Legal basis:

- compliance with a legal obligation under labour law and related legislation,
- performance of a contract.

e) Ensuring the safety of persons and the security of property

Includes identifying persons, keeping records of their presence on VŠB-TUO premises and managing access permissions.

Legal basis:

- the controller's legitimate interest.

f) Providing support and ancillary services

Includes communication with guests, organisational support for their stay and related administrative activities. Where family members' data are processed, such processing is based on consent.

Legal basis:

- the controller's legitimate interest,
- consent of the data subject (where required).

2. Scope of personal data processed

Depending on the category of stay and the data subject's legal status, VŠB-TUO may process, in particular, the following personal data:

- identification data (given name, surname, academic titles, date and place of birth, sex, nationality),
- contact details (email, telephone number, residential address in the Czech Republic),

- data from travel documents or identity cards,
 - data on the home institution, host department and purpose of the stay,
 - data on the duration and nature of the stay,
 - data necessary for employment or similar relationships,
 - data relating to the funding of the stay,
 - technical and system identifiers.
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3. Personal data processing methods and protection

Personal data are processed both manually and automatically in VŠB-TUO's electronic information systems. The controller has adopted appropriate technical, organisational and personnel measures to protect personal data against unauthorised access, loss, misuse or destruction.

4. Recipients of personal data

Personal data may be disclosed, to the extent necessary, to:

- public authorities (e.g. ministries, labour offices, police, courts),
 - providers of information systems and technical support,
 - partner and cooperating institutions,
 - other contractual partners of the controller.
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5. Duration of personal data processing

Personal data are processed for the period strictly necessary to fulfil the stated purposes and subsequently for the period prescribed by law and by VŠB-TUO's records management and retention schedule.

Data processed on the basis of consent are retained until consent is withdrawn or the purpose of processing ceases to apply.

6. Rights of the data subject

- **right of access to personal data** – the right to request that VŠB-TUO provide access to the personal data processed under this document, in the form of an extract listing all personal data processed in relation to each processing purpose. Also, the right to request information about processors processing personal data on behalf of VŠB-TUO.

- **right to rectification of personal data** – where VŠB-TUO processes inaccurate data, the right to request their rectification
- **right to erasure of personal data** – the right to request the erasure of personal data where they are no longer necessary for the purpose of processing, where consent to their processing has been withdrawn and there is no other ground for processing, where an objection to processing has been raised and there are no overriding grounds for processing, where the data must be erased to comply with a legal obligation of VŠB-TUO, or where the data have been processed unlawfully.
- **right to restriction of processing of personal data** – the right to restrict the processing of personal data where an objection to processing has been raised, their accuracy has been contested or there is another dispute concerning their processing
- **right to object to the processing of personal data** – the right to object to the processing of personal data where they are processed for the performance of tasks in the public interest or on the basis of the legitimate interest of VŠB-TUO. The processing of personal data will cease unless the grounds for processing, consisting in the protection of VŠB-TUO's interests, override the interests and freedoms of the data subject.
- **right to lodge a complaint** – where the data subject believes that VŠB-TUO processes their personal data contrary to the law or this document, or where the university does not comply with any of the above requests, they are entitled to lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection (www.uoou.cz).
- **right to withdraw consent** – the data subject may withdraw their consent to the processing of personal data at any time. Withdrawal of consent does not affect the lawfulness of the processing of personal data prior to its withdrawal.

How to exercise data subjects' rights:

To exercise the above rights relating to personal data, you may contact VŠB-TUO, as the data controller, through its Data Protection Officer via data box (Data Box ID: d3kj88v), by email at poverenec@vsb.cz or by post at VSB – Technical University of Ostrava, 17. listopadu 15/2172, 708 33 Ostrava-Poruba. Exercising a data subject's right is subject to verification of the applicant's identity. Anonymous requests will not be processed.

Identity may be verified in the following ways:

- by submitting the request via data box,
- by sending the request by email bearing an electronic signature based on a qualified certificate issued by a certification authority recognised in the Czech Republic,
- by sending a paper request by post bearing an official signature authentication clause.