

# Information on the processing of personal data at VŠB – Technical University of Ostrava

## 1. Preamble

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (general data protection regulation) – (hereinafter referred to as the “Regulation”) – VŠB – Technical University of Ostrava provides information on the processing and protection of personal data.

## 2. Personal data administrator

VŠB – Technical University of Ostrava, ID: 61989100, data box ID d3kj88v, 17. listopadu 2172/15, 708 00 Ostrava – Poruba (hereinafter referred to as “VŠB-TUO”), is for the purposes of the personal data processing the administrator of the data provided by the data subjects (students, employees, applicants, graduates, associates, customers, visitors).

VŠB-TUO is a **public higher education institution** pursuant to Act No. 111/1998 Coll., on higher education institutions. Within the framework of its mission, VŠB-TUO carries out freely and independently educational, scientific and research, development and innovation or other creative activities and related activities.

## 3. Data Protection Officer

The Data Protection Officer oversees the personal data processing in accordance with the relevant legislation, both with generally binding legal regulations and with the internal regulations of VŠB-TUO. The Data Protection Officer at VŠB-TUO is **Mgr. Kamila Formanová**, e-mail: poverenec@vsb.cz.

## 4. Categories of processed personal data

VŠB-TUO obtains and processes personal data necessary to **ensure all university activities** that can be divided into the following categories:

- **Personal identification data** – first name, other name, surname, maiden name, previous surname, sex, marital status, title, academic degree, academic and scientific degree, scientific and pedagogical degree, artistic and pedagogical degree, scientific rank, date of birth, place of birth, birth certificate number, identification number, tax identification number, identification card number (in particular national ID card, driving license, disabled person’s ID card, travel document, residence permit card), nationality, bank account number, identification number assigned by VŠB-TUO (employee’s personal number, personal study number), position, occupational category, post, handwritten signature, photograph with a person’s portrait, photographs capturing a person, video recording.
- **Contact details** - address of permanent residence, address of temporary residence, address of the reported place of residence, delivery address, invoicing address, telephone number, e-mail address, bank account number.

- **Descriptive data** - education, language skills, professional qualifications, knowledge and skills, number of children, previous employment, health insurance company, membership in interest organizations, clean criminal record etc.
- **Study data** – data on the enrolment in studies, data on previous education, data on the degree programme and form of study, data on the enrolment in the higher year or another block, data on the state examination passed and the academic title awarded, data on the interruption of studies, completion of studies, data on the number of the university diploma and the diploma supplement.
- **Work data** - records of work and work activities, employer, workplace, occupational category and post, job evaluation, job appreciation, etc.
- **Data generated during mutual communication** - telephone number, IP address, date and time of the connection made, information from e-mails, information from contact forms, data stored in cookies, etc.
- **Economic, invoicing and transaction data** – bank contact, pay, rewards, fees, liabilities and receivables, orders, invoices, payments, purchases, taxes, etc.
- **Operational and location data** - data from electronic systems related to a particular data subject – e.g. data on the use of information systems, data traffic and electronic communications, telephone use, access to different premises, camera recordings, etc.
- **Information on the activities of the subject** - publishing activity, data on professional activities, participation in conferences, participation in projects, data on business or study trips, etc.
- **Data about another person** - address, identification or other contact details of a family member: spouse, child, partner, etc.
- **Special categories of personal data** - sensitive personal data on the state of health, such as the occurrence of an accident at work or taking into account the specific needs of the student, membership in trade unions, etc.

## 5. Principles of the personal data processing at VŠB-TUO

VŠB-TUO considers personal data protection **to be important and gives it a great deal of attention**. We process personal data only to the extent that is necessary for the university's activity or related to a service that is used at VŠB-TUO. The university protects personal data at the highest possible level and in accordance with applicable law.

The policy and principles of handling personal data **resulting from the Regulation**:

- **the principle of legality**, which requires the processing of personal data always in accordance with legal regulations, based on at least one lawful reason,
- **the principle of fairness and transparency**, which imposes an obligation to process personal data in an open and transparent manner and to provide data subjects with information on how they are processed,

- **the principle of purpose restriction**, which allows the collection of personal data only for a clearly defined purpose,
- **the principle of minimizing data**, which requires that only the personal data necessary, relevant and appropriate to the processing of personal data be processed,
- **the principle of accuracy**, which requires that all reasonable measures be taken to ensure the correction of personal data,
- **the principle of the storage limitation**, which requires that personal data be kept only for the time necessary for the specific purpose for which they are processed,
- **the principle of integrity and confidentiality**, which requires that personal data be secured and protected against unauthorized or unlawful processing, loss or destruction,
- **the principle of the accountability of the administrator**, which obliges the university to be able to demonstrate the compliance of all the principles outlined above with the Regulation.

## 6. Purposes of the personal data processing

In fulfilling its mission, VŠB-TUO processes personal data for the following purposes:

- **ensuring educational activities** - ensuring the admission procedure, ensuring the course of study and teaching, ensuring the course of lifelong learning, ensuring the taking into account of the specific needs of the student, arranging exchange stays, providing library services)
- **realization of scientific, research and development activities** - solving project activities, the organization of expert conferences, registration of publishing and editorial activities, ensuring the course of habilitation procedures or procedures for appointing professors
- **provision of management, self-government and operation of the organization** - administering personnel and payroll agenda, accounting and economy, asset management, provision of operational agenda and e-infrastructure
- **ensuring security and property security** - operation of CCTV systems, provision of access to secured premises, security monitoring of computer network operation, processing of security incidents
- **provision of services and ensuring commercial activities** - provision of catering and accommodation services, ensuring contractual commercial activities
- **realization of university information and promotion activities** - websites, marketing and promotion activities, graduate network, suburban camps, the organization of events for the public, etc.

## 7. Lawful reasons for the personal data processing

The personal data processing within the above activities is based on **appropriate legal grounds** such as:

- a) **obtaining** the data subject's **consent** to the processing of his or her personal data
- b) processing is necessary for **the performance of the contract** - the conclusion of the contractual relationship and the subsequent performance resulting from that relationship or the implementation of the measures necessary before the conclusion of the contract
- c) processing is necessary for **the fulfilment of a legal obligation** under the relevant legislation
- d) processing is necessary **to protect the vitally important interests** of data subjects - the occurrence of job-related and other injuries

- e) processing is necessary for **the performance of tasks carried out in the public interest** or in the exercise of official authority
- f) processing is necessary for the purposes of **the legitimate interests of the university**, which consist in the protection of property and health of persons, the prevention of fraud, ensuring the security of information and computer networks, the transfer of personal data within the university for internal administrative and operational purposes, the enforcement of legal claims, ensuring the university promotion and presentation, etc.

## 8. How we work with data

VŠB-TUO processes personal data in accordance with the Regulation and the related national legislation on the personal data protection. Personal data processing takes place manually, as well as in electronic information systems subject to physical, technical and procedural inspection. Personal data are strictly protected at the university by means of **appropriate technical and organizational measures** and set up safety mechanisms.

These **measures** are mainly:

- storing personal data on physical (paper) media in rooms that can be locked and with restricted access
- storing personal data on electronic media (databases and information systems) with restricted access and appropriate security
- granting access to personal data exclusively to those members university staff who are authorized to process specific personal data
- preventing other employees of the university who are not authorized to process specific personal data from getting access to personal data
- the transfer of personal data to recipients and third parties solely for the fulfilment of obligations imposed by law and only to the extent necessary
- the transfer of personal data to recipients and third parties for the purpose of processing or legitimate interests only after the lawful and safe processing of such personal data by the recipients and third parties is ensured, and only to the extent necessary.

## 9. Time of the personal data processing

VŠB-TUO stores personal data **for as long as is necessary** in view of the processing activity. Personal data are stored in accordance with applicable laws, internal policies, and the Records and Shredding Rules of VŠB-TUO. Personal data processed on the basis of **the data subject's consent** are retained for the duration of the purpose for which the consent was granted or, possibly, until the withdrawal of the consent, whichever is the earlier.

## 10. Recipients of personal data

VŠB-TUO makes available, sends, transfers or reports specific personal data **to the following recipients**:

- **Public authorities, especially ministries, authorities, courts and police** - solely for the purpose of fulfilling the obligations imposed by law, e.g. Act No. 141/1961 Coll., Criminal Procedure Code, as amended, in the case of personal data transfer to the Czech Republic Police in order to clarify the facts important for conducting criminal procedures.
- **Grant providers, targeted support providers, institutional support providers,**

- **Health insurance companies** - to the extent required by applicable law.
- **Higher education institutions in the Czech Republic and abroad** - in order to have a justified interest in the realization of co-operation between higher education institutions and in order to provide exchange study stays for students.
- **Contract partners of the university** - only to the extent necessary to ensure the fulfilment of contractual obligations. In order to ensure the adequate protection of personal data, processing contracts with at least the same level of personal data protection as ensured by the university are concluded with these contractual partners in the position of processors.

## 11. Rights of data subjects

### a) Right of access to personal data

If VŠB-TUO processes any personal data of any person, this person has **the right to access** his or her personal data in **the form of a confirmation** whether his or her personal data are processed, and, if so, he/she has the right to access his or her personal data **in the scope of information** concerning:

- processing purposes
- categories of processed personal data
- categories of recipients of personal data
- scheduled time for storing personal data
- if data were not obtained from the data subject, information on the source of the data
- existence of the right to have the personal data corrected and erased and to object to the processing
- existence of the right to file a complaint with the Supervisory Authority
- information on whether automated decision making is taking place, including profiling.

Anyone can request VŠB-TUO to provide him or her with **a copy of all personal data** concerning him or her which are being processed by the university. However, this right must not adversely affect the rights and freedoms of others. VŠB-TUO issues a certificate of processing of personal data **free of charge**. It also issues the first copy of your personal data **free of charge**. VŠB-TUO may request payment for issuing the second and other copies of personal data, according to the administrative requirements.

### b) Right of correction

If VŠB-TUO processes any personal data of any person, this person has **the right of the correction and completion** of his or her personal data that concern him or her. VŠB-TUO will also notify all recipients of personal data that have been provided with the access to the personal data until then of such correction of completion unless the notification would be impossible or would require a disproportionate effort.

### c) The right to be erased (the right to be forgotten)

The data subject has the right to require that his or her personal data be **erased and no longer processed** if they are no longer needed for the purposes for which they were processed, if he or she has withdrawn his or her consent to their processing and there is no other reason for this processing, if he or she has objected to the processing and there are no overriding reasons for

it, if the data have to be deleted due to the university's legal obligation or the data have been unlawfully processed.

If a legal obligation to erase a piece of personal data arise for VŠB-TUO, the university shall **inform**, with respect to the available technology and the costs of the execution, **other persons** who further processed the piece of personal data concerned, to delete the piece of personal data, copies or replications thereof and any references to it.

Exercising the right to the deletion may be **restricted for the following reasons**:

- processing is necessary for the exercise of the right to freedom of expression and information
- processing is necessary to fulfil the legal obligation imposed to the VŠB-TUO by the law of the European Union or the law of its Member State
- processing is necessary to fulfil a task carried out in the public interest or in the exercise of public authority, to which VŠB-TUO is authorize
- processing is necessary for reasons of public interest in the area of public health, in particular for the provision of occupational health services and protection against serious cross-border threats to health or to ensure strict standards of quality and safety of health care
- processing is necessary for the purposes of archiving in the public interest, for scientific or historical research purposes or for statistical purposes, where it is likely that the right of deletion would thwart or seriously jeopardize the achievement of the objectives of that processing
- processing is necessary for the determination, performance or defence of legal claims of VŠB-TUO.

#### **d) The right to restrict the processing of personal data**

Everyone has the right to restrict the processing of their personal data **in the following cases**:

- The data subject denies the accuracy of the data. Restrictions on the processing of the personal data for the time necessary for VŠB-TUO to verify the accuracy of the subject's personal data.
- VŠB-TUO processes any personal data unlawfully, but the data subject does not request the deletion of the personal data, but only requests restriction of their processing.
- VŠB-TUO no longer needs to process the personal data, but the data subject requests that the personal data of the university be handed over to him or her for determining, exercising or performing his or her legal rights.
- The data subject has raised an objection to the processing of his or her personal data. The restriction on the processing lasts for the period needed to verify that VŠB-TUO's lawful reasons for processing the personal data outweigh the legitimate reasons for this data subject.

#### **e) The right to the portability of personal data (right to portability)**

The data subject has the right to the portability of his or her personal data, i.e. he or she may request his or her personal data in **a structured, commonly used and machine-readable format**, and has the right to pass (transfer) these acquired personal data to another

administrator. If technically feasible, the data subject may also ask VŠB-TUO to directly transfer his or her personal data to another administrator.

The right to the portability of personal data can only be exercised **in the following cases**:

- if VŠB-TUO processes these personal data in an automated way and on the basis of the consent to the personal data processing.
- if VŠB-TUO processes these personal data in an automated way, for the purpose of concluding, changing and cancelling contracts and agreements and their individual arrangements.

However, the right to the portability of personal data must not adversely affect **the rights and freedoms of others**. The right to the portability of personal data shall not apply to the processing of personal data necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

#### **f) The right to object to the processing of personal data**

Everyone has the right to object to the processing of their personal data when they are processed for the performance of **public interest tasks or the exercise of public authority, based on the legitimate interest** of VŠB-TUO if they are processed for **direct marketing or for scientific or historical research and for statistical purposes**.

VŠB-TUO is authorized to **carry out the processing** of personal data against which the objection has been raised **only in the following cases**:

- VŠB-TUO has serious lawful reasons for such processing that prevail over the interests or rights and freedoms of the person who has raised the objection
- VŠB-TUO has serious lawful reasons for such processing, consisting in determining, exercising or defending its legal rights.

#### **g) The right not to be subject to automated decision-making**

The data subject has the right not to be the subject of any decision **based solely on automated processing, including profiling**, which has legal effects for him or her or has a significant impact on him or her.

#### **h) Right of withdrawal of consent**

Everyone has the right to withdraw their consent at any time. The consent withdrawal is without prejudice to the lawfulness of the processing of personal data until the moment of its withdrawal.

## **12. How to exercise the rights of data subjects**

To exercise rights in the area of the personal data at VŠB-TUO, as a personal data administrator, it is possible to contact the **Data Protection Officer** Mgr. Kamila Formanová, via the data box ID DS d3kj88v, by e-mail at [poverenec@vsb.cz](mailto:poverenec@vsb.cz) or by mail at the address VŠB - Technical University of Ostrava, 17. listopadu 2172/15, 708 00 Ostrava-Poruba. The above-mentioned

methods may be used at VŠB-TUO in the relevant cases for the purpose of exercising the right of access to the personal data, their correction or deletion, or restriction of the processing, to object to the processing, as well as for the purpose of exercising the right of portability of data and other rights according to Regulation.

The exercising of the data subject's right is **subject to verification of the identity** of the applicant. Anonymous requests will not be processed.

Verification of the identity can be done **in the following ways**:

- sending a request via a **data box**,
- sending an **e-mail** request **with an electronic signature**, based on a qualified certificate issued by a certification authority recognized in the Czech Republic,
- sending a paper request **by post, with a verification statement** for authentication.

Requests shall be processed without undue delay, but no later than **one month** after receipt of the request. In view of the complexity of the request or the number of requests, VŠB-TUO may extend this period by **another two months** but it must inform the applicant within one month from the receipt of the request together with the reasons for the postponement.

In cases where the requests made by the data subject are **clearly unreasonable or inappropriate**, in particular, because the requests are **repeated**, VŠB-TUO is entitled to require **a reasonable fee**, not exceeding the costs necessary to provide the information. For the same reasons, it is also possible **to refuse to satisfy the request**.

### **13. Submission of a complaint to the supervisory authority**

If someone thinks that VŠB-TUO is processing his or her personal data **in violation of legal regulations or this document**, or if the university **fails to satisfy** any of the above requirements, he or she is entitled to file a complaint with a supervisory body, which is the **Office for Personal Data Protection** located at Pplk. Sochora 27, 170 00 Praha 7 ([www.uoou.cz](http://www.uoou.cz)).