

Information on the processing of personal data at VŠB – Technical University of Ostrava for children/legal guardians

Why does VŠB-TUO process my personal data and what data does it process?

If your parents register you for an interesting camp, summer school, or for children's Olympics, our university will need some of your details such as your first name and surname, address, your parents' names and surnames, telephone numbers and email addresses or similar data that we may need to contact them.

Important information for parents or legal guardians of the child

VŠB-TUO places particular emphasis on the safe processing of personal data of children. Your child's personal data provided to VŠB-TUO at the time of registering the child **for events organized** by VŠB-TUO are processed solely for the purpose of registering the child to enable him/her to participate in the given event. If VŠB-TUO intends to use your child's data for any purpose other than the one for which they were obtained (e.g., registration for an event), it will ask for your consent and it is your right not to grant the consent.

If you have registered your child with an event during which **photos** will be taken, VŠB-TUO will ask you in advance for the consent to take pictures of your child. If you do grant it, your child will not be photographed at this event. Granting the consent is entirely voluntary, and you will always be informed at each event on how you can withdraw your consent, or whom you can contact in connection with inquiries about your child's personal data processing.

If you **are not able to accompany your child**, contact the organizer in advance to resolve any signatures of your consent to taking photos of the child. A proxy signature of the consent directly at an event by a person other than the parent or legal guardian of the child is possible only on the basis of a valid power of attorney.

How long does VŠB-TUO process my personal data and personal data of the child represented by me?

VŠB-TUO processes personal data for the period corresponding to the given processing activity. The above-mentioned personal data are kept at VŠB-TUO in accordance with the valid legislation and the Records and Shredding Rules of VŠB-TUO, or until the withdrawal of the consent to processing.

Who handles my personal data at VŠB-TUO?

At VŠB-TUO, your personal data is only dealt with by VŠB-TUO employees, who are entitled to this activity due to their official position.

As the legal guardian of the child, I have the following rights:

- **the right of access to personal data** – I have the right to request VŠB-TUO to provide me with access to the child's personal data processed within the meaning of this document in the form of an extract of all processed personal data in relation to the individual processing purposes. I am also entitled to request information about the persons who process personal data of a child for VŠB-TUO
- **the right of the personal data correction** – if VŠB-TUO processes data which are inaccurate, I have the right to request their correction
- **the right of the personal data deletion** – I have the right to request the deletion of the child's personal data if these data are no longer needed for the purpose of processing if I have withdrawn my consent to their processing and there is no other reason for this processing if I have raised objections against processing and there are no overriding reasons for it, if the data have to be deleted due to the legal obligation of VŠB-TUO, or the data have been unlawfully processed.
- **the right to restrict the processing of personal data** – I have the right to restrict the processing of the child's personal data in the case when the objection to the processing was made, their accuracy was denied, or there is another dispute concerning their processing
- **the right to object to the processing of personal data** – I have the right to object to the processing of the child's personal data if they are processed in order to fulfil tasks in the public interest or based on the legitimate interest of VŠB-TUO. The processing of personal data will be terminated unless the reason for the processing consisting in protecting the interests of VŠB-TUO overwhelms the child's interests and freedoms.
- **the right to file a complaint** – if I believe that VŠB-TUO is processing the child's personal data in violation of legal regulations or this document or if the hospital fails to comply with any of the above requirements, I am entitled to file a complaint with the supervisory authority, which is the Office for Personal Data Protection (www.uoou.cz).
- **the right to withdraw the consent** – I can withdraw my consent to process the child's personal data at any time. The withdrawal of the consent is without prejudice to the lawfulness of the personal data processing until the moment it is withdrawn.

How and where can I exercise my rights?

You can exercise your rights as follows:

- 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.

Can I ask VŠB-TUO to explain why my personal data are being processed?

Yes, this is one of the rights that you have as a personal data subject. Concerning requests or inquiries of this kind, approach the VŠB-TUO personal data protection officer, who deals with them.

How does VŠB-TUO verify that the filed request is correct?

Once the request for the exercise of your rights is received, we begin to deal with it. For security reasons, we may ask you to prove your identity and provide additional proof of some information to make sure that the filed request is not fraudulent.

How long will it take to handle my request?

Your requests are handled by VŠB-TUO as soon as possible, but no later than within one month from the date of their receipt. In view of the complexity or the number of requests received, VŠB-TUO is entitled to extend the deadline for handling the request by up to two months, which will be notified in advance to the claimant.

How much will VŠB-TUO charge for handling my request?

VŠB-TUO handles your requests free of charge. Only if your request is inadequate, obviously unjustified, or if it is repeated, VŠB-TUO may, in accordance with the GDPR Regulation, charge a fee that takes into account the administrative costs associated with providing the requested information or performing the requested tasks.

Do I have the right to file a complaint regarding the processing of my personal data?

In the event that your motion or complaint regarding the processing of your personal data filed at VŠB-TUO is unsuccessful, you may contact the supervisory authority, which is the Office for Personal Data Protection located at Pplk. Sochora 27, 170 00 Praha 7 (<https://www.uoou.cz/>).