

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

### **for contract partners, graduates, applicants for habilitation, applicants for the appointment of a professor, applicants for employment and study, applicants for recognition of foreign education or qualifications**

**What are the most frequent third parties entering the relationship with VŠB-TUO and what are their personal data processed?**

#### **Contract partners**

Contact details of the statutory representative, or the executive director, in the case of a self-employed person (the first name, surname, address, e-mail, etc.). The purpose of the processing of personal data is the selection of the respective contractor, performance related to supplier or customer contractual relationships concluded with the relevant contractor, archiving of contractual documents and accounting documents to the extent stipulated by legal regulations, or the legitimate interest of VŠB-TUO consisting in the need to keep the documentation relating to the performance of the contract by both of its contracting parties for the purpose of the potential making legal claims arising from the contract for the limitation period according to civil law.

#### **VŠB-TUO graduates**

Registration data in the scope of the first name and surname, date of birth, e-mail, faculty, year of study commencement and year of study completion. Your personal information is processed solely in order to contact you for the purpose of communicating information that may interest you or for the internal statistical purposes of VŠB-TUO for the duration of your membership in the Alumni Network. All these data are processed by VŠB-TUO solely based on your consent, which you can withdraw at any time.

#### **Applicants for habilitation at VŠB-TUO, or participants in the procedure for appointing a professor who are not VŠB-TUO employees**

If you are a participant in the habilitation procedure or the procedure for appointing a professor, we process your personal data to the extent necessary to ensure the course of habilitation procedure or the procedure for appointing a professor. Pursuant to Section 75 of the Higher Education Act, as amended, VŠB-TUO is obliged to report these data to the Ministry of Education, Youth and Sports and also has the legal obligation to publish the details of your procedure on the university web site, to the following extent: first name and surname, faculty, field of study, date of initiation, defence and appointment.

## **Unsuccessful applicants for employment at VŠB-TUO**

VŠB-TUO processes your personal data solely for the purpose of the selection procedure for the position you have applied for, only until a contract of employment with the recruited employment candidate is concluded. VŠB-TUO will then shred or delete all documents containing personal data about unsuccessful candidates. Otherwise, VŠB-TUO will ask for your approval.

## **Applicants for study at VŠB-TUO**

VŠB-TUO will receive the personal data you need in order to ensure the smooth running of the admission procedure. Your personal data are handled by the study officers of the individual faculties who need them in order to ensure a smooth course of the admission procedure.

## **Applicants for recognition of foreign education or qualifications**

At the request of a foreign higher education institution graduate, VŠB-TUO may issue a certificate of recognition of higher education. To do this, VŠB-TUO needs to process the personal data of the applicant in the scope of the original or an officially certified copy of a diploma, certificate or similar document issued by a foreign higher education institution in accordance with Section 90 of the Higher Education Act, as amended. For the purpose of keeping the register of proceedings on applications for recognition of foreign higher education and qualifications in accordance with Section 90b of the Higher Education Act, as amended, VŠB-TUO processes the first name, or possibly first names, surname, date of birth and address of the applicant's permanent residence, in the case of foreigners also the gender, the address of the reported place of residence in the Czech Republic and the citizenship, the identification of the foreign proof of education that the application relates to, including the name and registered office of the foreign higher education institution which issued it, and the designation of the state under whose law the document was issued, the data on the result of the application proceedings, indicating the authority that made the decision concerning the application and indicating the file number under which the proceedings were conducted, including the reference number, the date of the issuance, and the date of the decision on the application.

## **How long does VŠB-TUO process my personal data?**

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 a personal data subject, 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 my 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 my 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 my 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 my 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 my interests and freedoms.
- **the right to file a complaint** – if I believe that VŠB-TUO is processing my 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](http://www.uoou.cz)).
- **the right to withdraw the consent** – I can withdraw my consent to process my 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/>).