

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

for students

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

VŠB-TUO processes most of the personal data of its students as required by law, in order to ensure the course of your studies. VŠB-TUO processes your personal data especially in the scope of **the student register** set out in Section 88 of the Higher Education Act, as amended. The data are processed here so that VŠB-TUO can **keep records of the students** in compliance with the valid legal regulations **and meet the requirements necessary for calculating the VŠB-TUO budget, and for statistical purposes.**

In particular, **the following data** are processed in the student register: first name and surname, or possibly other first names and maiden name, birth certificate number, status and address of the student's permanent residence, in the case of foreigners also date of birth, gender, place of residence in the Czech Republic and state citizenship. The register **also includes, in particular, the following data** on the individual students: data on enrolment in studies, prior education, study programme and form of study, enrolment in a higher grade or another block, a state examination passed, academic degree awarded, interruption of studies, termination of studies, university diploma and diploma supplement (if issued) number. VŠB-TUO may also process your personal data for the purpose of **presenting VŠB-TUO.**

If you are a participant in **the lifelong learning course**, it is necessary to process your personal data so that it is possible to ensure the course to which you are registered to the extent stipulated by the applicable legislation, contract or, if necessary, your consent.

In case you use the services of **the University Library**, VŠB-TUO also processes your personal data so that it can arrange the operation of library and borrowing services (especially lending books or using electronic information sources) to the extent stipulated by the applicable legislation, contract or, if necessary, your consent.

If you are **accommodated in VŠB-TUO dormitories**, VŠB-TUO needs to know your personal data in order to accommodate you to the extent stipulated by the valid legislation, contract or, if necessary, your consent.

If you **take your meals in VŠB-TUO canteens**, personal data are processed in order to provide catering services to the extent stipulated by the valid legislation, contract or, if necessary, your consent. VŠB-TUO does not process any personal data that would indicate your specific nutritional needs or allergies.

If you are a student **with specific needs** and are interested in using the services of the Information and Counselling Centre, VŠB-TUO must request a document confirming the presence of the specific needs in question in order to provide the Ministry of Education, Youth

and Sports with this information so that VŠB- TUO could be allocated the appropriate funding to ensure that your specific needs are taken into account.

How long does VŠB-TUO process my personal data?

VŠB-TUO always processes your personal data for a period of time corresponding to the processing activity. For example, the student register and evidence of decisive events associated with studies are archival records under the Higher Education Act, which means that their storage is permanent. The other personal data mentioned above are stored at VŠB-TUO in accordance with the valid legislation and Records and Shredding Rules of VŠB-TUO.

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. For example, records in the student register can only be made by the university staff specifically authorized to do so. Your personal data comprising your first name, surname, study number, e-mail address, degree programme, form of study, status (i.e. studying/not studying), studied subjects, and the title of the qualification work can be checked by your teacher in order to administer the course of your studies (e.g. entering grades etc.)

Can I apply to VŠB-TUO for access to my personal data, their possible correction or deletion of redundant data?

Each student has the right to view his/her personal file, which is available to him/her after logging on to the university website. The student's personal file is also kept at the study office of the relevant faculty. If you find erroneous or obsolete data in your folder, you also have the right to correct this data. You can do it yourself or with the help of your study officer. In addition, you have the right of deletion your personal data by VŠB-TUO in case the purpose for processing these personal data has ceased, there is no other legitimate reason for the processing of personal data, personal data have been processed unlawfully, or if you object to the processing of your personal data and VŠB-TUO does not prove serious lawful reasons for processing these data.

However, it is important to keep in mind that VŠB-TUO **is not obliged (or it is often not entitled) to delete your personal data** if processing is necessary to fulfil the legal obligations imposed in connection with the processing of personal data, if necessary for archiving purposes, for the purposes of scientific or historical research or for statistical purposes if it is likely that deletion would seriously endanger or thwart the fulfilment of the purposes for which personal data were collected, if the processing is necessary for the performance and defence of VŠB-TUO's legal claims.

To whom does VŠB-TUO generally transfer my personal data?

To public authorities, in particular ministries, authorities, courts and police - solely for the purpose of fulfilling the obligations imposed by law, such as the transfer of personal data to the Czech Republic Police, in order to clarify the facts important for conducting criminal proceedings. **To health insurance companies** - to the extent required by applicable law. **To higher education institutions in the Czech Republic and abroad** - for the purpose of

realizing cooperation between universities and in order to provide exchange study stays for students. **To the contractual partners of the university** - only to the extent necessary to ensure fulfilment of the 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.

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/>).