

Principles of Personal Data Protection

Processing of Personal Data of Students and Applicants for Study

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Tomas Bata University in Zlín, a public higher education institution established in compliance with the Act No. 404/2000 Coll., on the Establishment of Tomas Bata University in Zlín, identification number: 70883521, address: nám. T. G. Masaryka 5555, 760 01 Zlín, data box ID: ahqj9id (hereinafter referred to as “**TBU in Zlín**”) as the Controller of Personal Data, shall approach the personal data as the property of students and applicants for study, entrusted to the institution only for particular, previously set and explicitly specified purposes:

- **Admission procedure to study at TBU in Zlín;**
- **Study at TBU in Zlín;**
- **Academic ceremonies – matriculation ceremony, graduation ceremony (even though the person in question is not registered as a student anymore at the given moment) and others;**
- **Scholarship eligibility and payment – accommodation, need-based, extraordinary, merit;**
- **Facilitation of specialized practical training/internships, jobs, topics for final qualification theses and trainee programmes for students.**

I

Processing of personal data and legal titles for their processing

When processing the personal data of applicants for study/students, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes personal data of applicants for study/students to the corresponding extent and upon fulfilment of one of the below-mentioned conditions:

1) The processing of personal data is essential for the fulfilment of legal duties that apply to TBU in Zlín

- **For the purposes of admission procedure** (in compliance with §§ 48 - 51 of the Act No. 111/1998 Coll., on Higher Education Institutions, hereinafter referred to as “Act”; and § 107 Paragraph 5 of the Act No. 326/1999 Coll., on the Residence of Foreign Nationals on the Territory of the Czech Republic, as amended, and in compliance with § 2 of Decree No. 277/2016 Coll., on Submission of Statistical Data by Higher Education Institutions, §17 Paragraph 1 of the Act No. 300/2008 Coll., on Electronic Transactions and Authorized Conversion of Documents): Name, surname, birth certificate number, permanent address in the Czech Republic, or address outside the Czech Republic, data box, in case of foreigners also: Date of birth, gender, address in the Czech Republic, nationality, in case of applicants for study who have to meet visa requirements in order to travel to the CR also the passport number. In case of

Czech/international applicants for study, also data provided in the electronic application – application form number, previously completed education (the school where the applicant is currently studying), previously completed higher education, completed secondary education, year when the applicant passed his/her secondary school-leaving examination.

Academic performance achieved, health status (If required by the particular degree programme. More details shall be defined in the relevant Dean's directive on the publicly announced admission procedure).

- **For the purposes of admission procedure intended for special needs applicants and for the purposes of study of special needs students** (§ 1 Letter b) of the Act and § 3 Paragraph 2 of the Act No. 198/2009 Coll., on Equal Treatment and Legal Protection Against Discrimination and on Amendments to Selected Acts, the so-called Anti-discrimination Act). TBU in Zlín also processes sensitive personal data of special needs applicants/students in order to equalize the opportunities for the said persons at TBU in Zlín. Therefore, TBU in Zlín processes sensitive personal data of special needs applicants/students which are included in documents certifying the health status of these persons and justifying their special needs. The processing of such sensitive personal data is carried out by TBU in Zlín in order to e.g. provide wheelchair accessible rooms, carry out appropriate modifications to interior equipment or adopt the relevant technological and organizational measures, ensure the accessibility of internal information systems, ensure personnel, technological and organizational conditions for the provision of equal opportunities, and that at least in the extent and quality as set in the relevant rules issued by the MEYS provided that the special needs applicant/student requires such provision in writing.
- **For the purposes of payment of the admission fee** (§ 58 Paragraph 1 of the Act) – the application form number generated from the IS/STAG for the submission of the application form is used as the specific code.
- **For the purposes of payment of the fee for acts related to examination as to whether admission requirements have been fulfilled** (§ 48 Paragraph 4 Letter d) and Paragraph 5 Letter c) of the Act, and that in accordance with § 48 Paragraph 7 of the Act, in case of an applicant for study) – name, surname, variable code: 903602920, date of payment of the fee for the examination of education and qualifications acquired abroad;
- **For the purposes of study** (in compliance with § 88 of the Act): Name, surname, maiden name, any other names, birth certificate number, civil status, address, student's permanent address; in case of foreigners also date of birth, gender, reported place of residence in the Czech Republic and nationality. Study-related information – in particular the student ID number, enrolment, previously completed education, degree programme, mode of study, e-mail address generated by TBU, academic performance, health status – where required – enrolment for the next year of study/cycle of study, passing of final state examinations, academic degree, suspension/termination of study, degree certificate number and Diploma Supplement number.

- **For the purposes of payment for actions related to the extended period of study** (§ 58 Paragraph 3) – name, surname, variable code: Faculty, specific code: student ID number from the IS/STAG. Variable and specific codes are generated automatically.
- **For the purposes of eligibility/non-eligibility for the need-based scholarship** – (As financial assistance in an extremely serious financial situation in compliance with § 91 Paragraph 2 Letter d), and in compliance with § 91 Paragraph 3 of the Act applying to students who are entitled to child benefit in compliance with § 17 of the Act. No. 117/1998 Coll., on State Social Assistance, as amended).
- **For the purposes of student mobility** – In the event that a Learning Agreement has been concluded between a student of TBU in Zlín and a receiving educational institution abroad (Regulation 2018/1725 of the European Parliament and of the EU Council on the Protection of Natural Persons with Regard to the Processing of Personal Data by the Union Institutions, Bodies, Offices and Agencies) – name, surname, e-mail address generated by the University, date of birth, nationality, gender, cycle of study, degree programme/course, signature. The data are transferred to the STAG information system. The data may be transferred to third countries.
- **For the purposes of public availability of academic qualification theses** (Bachelor's, Master's, advanced Master's, doctoral theses in accordance with § 47b of the Act): Theses including reviews by external examiners and record on the course of the defence are registered and provided access to in the DSpace - TBU Digital Library of Academic Qualification Theses. By submitting his/her thesis, the author expresses his/her consent to the public availability of his/her thesis in compliance with the Act, regardless of the result of the defence.

2) The processing of personal data is necessary for the purposes of exercise of official authority of TBU in Zlín

- **For the purposes of commencing the admissions** – private e-mail address. The applicant shall enter his/her private e-mail address where he/she will, subsequently, receive a generated password so that he/she can log in to the information system used for submission of applications: eprihlaska.utb.cz. The admission procedure is commenced after the applicant logs in to the information system, enters the required data and submits the application for study, and after the application has been delivered.
- **For the purposes of ensuring specific conditions of the admission procedure for special needs applicants for study**, if requested by the applicant.

- **For the purposes of verification of entrance examination results** – application form number.
- **For the purposes of the admission of the most successful applicants for study** – results of admission tests including point scores.
- **For the purposes of scholarship eligibility/non-eligibility, i.e. for accommodation, merit, doctoral, research, extraordinary scholarships and scholarships awarded in cases deserving special consideration in compliance with the TBU Scholarship Regulations** – name and surname of the student, student ID number, degree programme/course, signature of applicant.
- **For the purposes of issuance of a standard student ID card** – photograph, ID card number, name, surname, expiry date. The standard ID card shall be issued in the event that the student has not requested processing and issuance of the ISIC card. In such a case, data are processed in the following structure: Photograph, serial number of the card, status of the card, validity from – to, number of the chip of the card, name and surname of the card holder, date of birth, status of the student, mode of study.

3) The processing of personal data is necessary for the performance of the subject matter of a contract (contractual relation)

- **For the purposes of creation and transfer of the database of results of the National Comparative Exams taken by applicants for study** – see details under III Transfer of Personal Data.
- **For the purposes of conclusion of a financial agreement on student mobility** – name, surname, student ID number in the STAG system, student's e-mail address generated by the University, telephone number, account number.
- **For the purpose of facilitating specialized practical training/internships, jobs, topics for final qualification theses and trainee programmes through the career portal Job Portal UTB:** Name, surname, e-mail address generated by the University, degree programme/course.

4) The processing of personal data is executed in accordance with an explicit consent granted by applicants for study and students

- **For the purposes of admission procedure** – telephone number (mobile) for quick and effective communication with the applicant for study, academic degree.

- **For the purposes of marketing communication with registered applicants for study** (particularly current information relevant to student life in Zlín, at Faculties, etc.) until the legitimate termination of the admission procedure: private e-mail address.
- **For the purposes of registration by the Job Centre of TBU in Zlín, i.e. for the purposes of use of services in the sphere of career counselling:** name, surname, telephone number, e-mail address, Faculty, degree programme/course, year.
- **For the purposes of student mobility** – name, surname, telephone number, student's e-mail address generated by the University, signature.
- **For the purposes of organization of academic ceremonies:**
 - a) **Matriculation ceremony** – name, surname, degree programme
 - b) **Graduation ceremony** – name, surname, degree programme
 - c) **Presenting students with awards and medals** – award donor (name and surname, in case of physical entity), name and surname of the rewarded person, degree programme/course, reason for the award presentation.

II

Sharing of personal data

Personal data are kept in electronic form in the STAG information system, in the Portal of the STAG information system and in the LMS Moodle application. The only persons who have unlimited access the STAG information system are the Student Affairs Officer in charge and his/her superior, also the R&D/Creative Activities Officer at the relevant component part of TBU in case that the said Office is responsible for the administration of doctoral programmes. Outstanding liabilities of students are imported to the TBU information system (TBU portal). The Job Centre of TBU in Zlín keeps personal data in electronic form in the PC of the employee in charge. Paper copies of documents containing personal data are stored in lockable cabinets. Access to all of the mentioned personal data is enabled only to the employee in charge in the Job Centre and to his/her superior.

Personal data kept in the career portal Job Portal UTB are shared with prospective employers or with providers of the services offered.

Special category data of special needs applicants for study/students (within the specific needs) are stored in lockable cabinets situated in a separate room, with access enabled only to the employee in charge. At the same time, such data are stored in electronic form in the PC of the employee in charge.

III

Transfer of personal data

Within the admission procedure, selected personal data of applicants (name, surname, contact address, telephone number) may be transmitted to the company www.scio.cz, s. r. o., identification number: 27156125, residing at Pobřežní 34, 180 00 Praha 8, as this company organizes the admissions for selected component parts of TBU in Zlín, depending on the degree programme in question, in compliance with the relevant legal rules and regulations. The company www.scio.cz, s. r. o. is, as regards its relationship to TBU in Zlín, a Processor of personal data and, as such, the company is obliged to observe the same principles concerning the personal data protection as those observed by TBU in Zlín. The database of results transmitted by the above-mentioned company includes the following data about participants in the National Comparative Exam: Name, surname, birth registration number, e-mail address and relevant percentiles gained in the National Comparative Exam.

Data from the Union Information from Students' Register are transmitted to the MEYS in the form of TBU statistical data in accordance with § 87 Letter i) of Decree No. 217/2016 Coll., as amended. TBU transmits personal data of students who have requested processing and issuance of the ISIC card to the companies GTS ALIVE, identification number: 26193272, residing at Na Maninách 1092/20, 170 00 Praha 7 - Holešovice (personal data processor), and BOOTIQ, s. r. o., identification number: 29155495, residing at Hybernská 1007/20, 110 00 Praha 1 – Nové Město (personal data sub-processor since 1 July 2019), and that in the following structure: Photograph, serial number of the ISIC card, status of the ISIC card, validity from – to, number of the chip of the ISIC card, name and surname of the ISIC card holder, date of birth, status of the student, mode of study.

The online payment by a payment card is processed through the GP webPay payment gateway, which provides secure technology for the acceptance of payment cards and online bank transactions. The numbers of payment cards are entered by the client by means of secured and trustworthy channel of the Global Payments, s. r. o., identification number: 04235452, residing at V Olšinách 626/80, 100 00 Praha 10. The data entered by the client are necessary for his/her identification and are used for the payment including the necessary accounting operations and for identification of cashless payments.

Selected personal data of students may be transmitted to third parties within the performance of the subject matter of a contract (contractual relation) whose contracting party is TBU. This refers in particular to internships taken by students during their studies organized by TBU in institutions/companies acting as third parties or within the Talented Students project implemented by the FaME and focusing on improvement of knowledge and skills acquired during studies by applying them in practice in organizations cooperating with TBU. Personal data provided by students in their profiles and used for the purposes of the career portal Job Portal UTB may be accessed by prospective employers who seek candidates for specialized practical training/internships, candidates for employment or for trainee programmes, or who offer topics for academic qualification theses to TBU students through this service.

IV

Access to personal data

Each student/applicant for study is entitled to request a correction, erasure or restriction of processing of personal data, as well as to request a transfer of personal data. He/she is also entitled to object to personal data processing via the TBU Data Protection Officer.

In the event that the applicant for study or the student has given his/her consent to the processing of his/her personal data, he/she is entitled to withdraw his/her consent at any time.

The data subject (student or applicant for study) may assert his/her rights in the following manners:

- in hard copy by means of a letter bearing the handwritten signature of the data subject and delivered to the Controller of Personal Data to the address of Tomas Bata University in Zlín, Data Protection Officer, nám. T. G. Masaryka 5555, 760 01 Zlín, through the provider of postal services;
- written request bearing the handwritten signature and submitted in person to the mail room of the Controller of Personal Data;
- in electronic form by means of a data message delivered to the data box of the Controller of Personal Data, data box ID: ahqj9id;
- in electronic form by an email bearing a qualified or guaranteed electronic signature of the data subject and sent to the email address of the Controller of Personal Data: podatelna@utb.cz.

At the same time, an applicant for study or student is entitled to lodge a complaint with a supervisory authority, namely the Office for Personal Data Protection (Úřad pro ochranu osobních údajů), Pplk. Sochora 27, Praha 7.

V

Personal data processing period

Periods for personal data processing are specified in the Regulations for Document Filing and Shredding of TBU in Zlín, that have been issued fully in accordance with the relevant legal regulations related to filing.

Therefore, TBU in Zlín shall process personal data of applicants for study/students for the period for which they will use the services provided by TBU in Zlín. In case of services provided through the career portal, the personal data shall be processed only for the period of their studies.

TBU in Zlín shall process personal data necessary for the fulfilment of obligations arising from generally binding legal regulations for a period specified by the relevant legal regulations or in accordance with them also if the applicant/student withdraws his/her consent.

TBU in Zlín shall process personal data provided by the applicant/student in accordance with his/her consent for the period of 5 years from the date on which the consent was given, unless this consent to the processing of personal data is withdrawn by the applicant/student. It does not apply to the consent granted by an applicant for study for the purposes of communication, which is time-bound. The applicant/student takes cognizance of the fact that when the period is close

to the expiry date, he/she may be asked whether he/she wishes that TBU in Zlín continues to process his/her personal data for the above-mentioned purposes and whether the applicant/student is willing to renew his/her consent to such processing by TBU in Zlín.

The records of the students' tests carried out shall be kept at least until the extraordinary measure related to the compulsory testing is abolished and for a period necessary for the control of the processing of payments and claims which may arise in connection with the testing.