

# Principles of Personal Data Protection

## Processing of Personal Data of Employees of TBU in Zlín

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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 employees’ property, entrusted to the institution only for particular, previously set purposes provided by law:

- **Calculation of salary in the information system for financial management (SAP)**
- **Communication with the employee**
- **Possibility to change the position**
- **providing evidence of the fulfilment and control of the fulfilment of obligations imposed on the Controller by legal regulations,**
- **Mobility of the staff of TBU in Zlín**
- **Ensuring of internal administration processes**
- **Scheduling of classes in the portal of the IS/STAG information system**
- **Reporting research and development activity in research applications (OBD, GaP and HAP)**
- **Protection of TBU property**
- **Award given to an employee**

### I

#### **Processing of personal data and legal titles for their processing**

When processing the personal data of its employees, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes personal data of its employees 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:**

- **Conclusion of an employment contract** (in compliance with the Labour Code, it includes the identification data of the employee) - name, surname, date of birth, domicile, type of work, workload, date of commencement of employment or employment relationship, signature)
- **Registration sheets for pension insurance that are sent to the Czech Social Security Administration** (in compliance with § 37 of the Act on Organization and Implementation of Social Security) - name, surname, academic degree, birth name, all previous surnames, date and place of birth, birth certificate number, permanent domicile. If the employee participated in pension insurance abroad and the employer is his/her first employer after the termination of pension insurance abroad, this also includes specification of the name and address of the foreign insurance holder and the foreign insurance number.).

- **Correct calculation of salary** – education completed, previous professional experience
- **Correct calculation of monthly advance tax payments** (in compliance with the Act on Administration of Taxes and Charges) – type of pension received
- **In order to ascertain the exact date of the entitlement to retire** (in compliance with the Act on Organization and Implementation of Social Security) – number of children raised (women), period for which the employee did the basic (compensatory) military service or civil service, duration of maternity (or other maternity or parental) leave, if necessary.
- **Reporting to the REDOP system** (in compliance with the Decree No. 276/2016 Coll., on the Transfer of Data to Register of Associate Professors, Professors and Adjunct Professors at Higher Education Institutions).
- **Reporting of research and development activities in OBD, GaP and HAP research applications** (only in case of academic staff) – in accordance with the provisions of § 12 Paragraph 1 of the Act No. 130/2002 Coll., on the Support of Research, Experimental Development and Innovations from Public Funds, TBU in Zlín reports the results of research and creative activity to the Information Register of R&D Results (RIV); in accordance with the provisions of § 77b of the Higher Education Act No. 111/1998 Coll., TBU in Zlín uses the personal data from these applications also for the purposes of internal evaluation.
- **For compliance with the compulsory percentage of persons with disability in the total number of employees** (in compliance with § 83 of the Act on Employment) – disability
- **Payment of medical insurance** (in compliance with § 10 of the Act on Public Health Insurance) – health insurance company
- **Reporting employment of foreigners** – nationality;
- **Declaration of the taxpayer liable to personal income tax** (in compliance with the Act on Administration of Taxes and Charges):
  - o **If the employee claims tax relief and the husband/wife is employed:** surname and name of husband/wife, name and address of the employer
  - o **If the employee claims relief with respect to a child in his/her care -** name, surname and birth certificate number of the child
- **Salary payment** – bank account number, if the employee has notified the bank account to the employer.
- **For the purpose of employee mobility** (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 Bodies, Institutions and Other Entities of the Union) – name, surname, address, date of birth, nationality, gender, telephone number, e-mail, affiliation to the component part). Some personal data may be transferred to third entities, e.g. to the mobility database kept by the European Commission (e.g. to avoid gender discrimination), to partner institutions, where employees participate in mobility periods, and that also outside the EU.

2) **The processing of personal data is necessary for the purposes of legitimate interests of TBU.**

- **For the purposes of scheduling of classes in the portal of the IS/STAG information system** – name, surname, academic degree of the academic, contact details – constituent part, location of the room, classes and course units taught, tutorial hours.
- **For the purposes of assuring internal processes of the setting of the phases of financial control** – name, surname, position, position for the implementation of financial control (payment mandator, budget administrator), specimen signature in paper form. For electronic setting (IS SAP, DERS) – name, surname, position, position held.
- **For the purposes of protection of TBU property** – employee identity card – name, surname, photograph, number of ID card, ID card expiry date. For authorized access to TBU buildings. Other purposes of the possible use of the card (identification cards) are specified in the relevant Principles of Personal Data Protection.
- **For the purposes of provision of translation services** – name and surname of the employee, e-mail address generated by TBU, title of the text to be translated, date on which the translation was assigned, date of completion of the translation.
- **For the purposes of internal communication among employees** – list of employees with the following specifications: name, surname, academic degrees, constituent part, position, room number, telephone number, or mobile phone number if this has been assigned to the employee, e-mail address generated by TBU. The list is available on the website after logging in to the Intranet.

**3) The processing of personal data is necessary for the fulfilment of a task performed in public interest or when exercising public authority, or when exercising autonomous authority of a public higher education institution.**

- **For the purposes of discharge of the office of a public official** – name, surname, academic degrees, e-mail address, length of term of office, component part.
- **For the purposes of discharge of the office of the chairperson and members of Academic Senates of TBU in Zlín and of its faculties** – name, surname, academic degrees, constituent part, component part, signature, e-mail address, length of term of office.

**4) The processing of sensitive personal data is necessary for the purposes of fulfilment of a legal obligation of TBU in Zlín, which applies to it.**

- **For the purpose of occupational health check** (in accordance with the Act No. 373/2011 Coll., on Specific Healthcare Services)
- **For providing evidence of the fulfilment and control of the fulfilment of obligations imposed on the Controller by legal regulations for the purpose of mandatory testing for the detection of the COVID-19 disease during the period 17.01. – 18. 02. 2022** (extraordinary measure Ref. No.: MZDR461/2022-1/MIN/KAN issued by the Ministry of Health on 5 January 2022 on the basis of the Act No. 258/2000 Coll., on the Protection of Public Health, as amended, and the Act No. 94/2021 Coll., on Extraordinary Measures during the COVID-19 Epidemic) – name, surname, component part, date of testing, date of birth, insurance ID number, name of the health insurance company, result of the test.

In the event of a positive test result also the date of birth and insurance ID number.

- **For the purpose of keeping records of industrial injuries and occupational diseases**, mainly information on the health status of the employee (in compliance with §105 of the Labour Code).

#### **5) Processing of personal data in compliance with the consent granted by the employee.**

- **For the purposes of posting personal data on the publicly available section of the website of TBU in Zlín** – name, surname, academic degrees, position, room and telephone number of the employee in the category of “Other employees” in compliance with the TBU Salary Regulations, if the public availability of the above-mentioned data is not provided for by law. Furthermore, curriculum vitae of an academic, photographs of the employee.
- **For the purposes of presenting employees with awards and medals** – name, surname of the employee, constituent part.

## **II**

### **Sharing of personal data**

Personal data are kept in a separate personal file of the employee, which may include solely documents and papers that are essential for the performance of work – curriculum vitae, employment reference from the last employer, employment history sheet from the previous job (or a confirmation of the inclusion in the job applicant database issued by the Employment Office, employment contract, documents evidencing the salary arranged, confirmation of the completed education, completed courses and trainings, agreement on material responsibility, job description, personal questionnaire, application for employment, record of a preventive medical examination, proposals for the position of the employee and written requests for alterations in employment contracts, amendments to accommodation contracts, transfer deeds of employees, a copy of the request for maternity leave, parental leave or maternity benefit and other documents relating to the employment of the employee, required from TBU in Zlín as the employer by relevant legal regulations). Personal files of employees are stored in the offices of Human Resources department in locked file cabinets, with the doors of the offices equipped with security fitting; and solely authorized persons of the Human Resources department shall have access to them. Besides control bodies and the Data Protection Officer, only the relevant employee, his/her immediate superior, a person authorized to act in employment affairs, or a person authorized by him/her are entitled to view the particular personal file.

At the same time, the above-mentioned personal data of employees are kept in the SAP information system, to which only authorized persons have access – Head of Human Resources, Human Resources officers to the full extent; with limited access and only allowed to view the data – immediate superior to the employee, secretary or financial manager of the component part and the person authorized to act in employment affairs.

Personal data of employees relating to the processing of salaries are stored in locked file cabinets in the offices of the Payroll; doors of the offices are equipped with security fitting; and solely authorized persons of the Payroll shall have access to them.

The records of the tests taken by employees are accessible only to employees in charge of fulfilling tasks connected with the observance of the extraordinary measure.

An unauthorized person refers to anyone who, by operation of law, is not obliged to work with the personal data of employees. Only a limited number of employees are allowed to process the data in electronic form, and each step of such personal data processing is logged (the Information Technology Centre takes records of the processing); whereas the term “processing” refers to viewing as well.

### **III**

#### **Transfer of personal data**

Under specified, clearly defined conditions, TBU in Zlín is obliged to transfer some personal data of the employees in accordance with the valid legal regulations, e.g. to the Police of the Czech Republic, to the relevant Tax Office or to other bodies of the public sector administration. Some personal data of employees are transferred by TBU in Zlín in compliance with an agreement with the employee to a third subject, and that also outside the EU (e.g. within the employee’s mobility).

The records of the tests for the detection of the COVID-19 disease taken by individual employees may be used only in direct connection with the fulfilment of obligations imposed by the extraordinary measure issued by the Ministry of Health.

### **IV**

#### **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 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.

The records of the test taken by employees shall be kept for control purposes for a period of 90 days. After expiry of this period, the records shall be shredded and a record of the shredding shall be taken.

### **V**

#### **Access to personal data**

Each employee 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 Data Protection Officer at the e-mail address: [dpo@utb.cz](mailto:dpo@utb.cz). At the same time, he/she is entitled to lodge a complaint with a supervisory authority, namely Úřad pro ochranu osobních údajů (The Office for Personal Data Protection), Pplk. Sochora 27, 170 00 Praha 7. Detailed information including other contact details is posted on the TBU website under the Privacy Policy section.