

Principles of Personal Data Protection

Processing of Personal Data of Users of Services Provided by the Library 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 property of the users of services provided by the Library of TBU in Zlín (hereinafter referred to as “user”), entrusted to the institution only for particular, previously set purposes determined by law. TBU in Zlín shall use the personal data for the below-mentioned purposes:

- **Printing and binding of academic qualification theses,**
- **Storing and registration of academic qualification theses, doctoral theses, habilitation theses and summary of lectures for professorial appointment,**
- **Book loans,**
- **Requests for the order for the purchase of new books,**
- **Archive of publications,**
- **Database of the National Authority File and other databases,**
- **Web services of the Library.**

I

Processing of personal data and legal titles for their processing

When processing the personal data of the users of services provided by the TBU Library, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes the personal data 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 storage of academic qualification theses (Bachelor’s and Master’s) and advanced Master's theses in the electronic depository (§ 47b of the Higher Education Act No. 111/1998 Coll., as amended – hereinafter referred to as “HEA”)** - name, surname and signature of the student; name, surname, academic degrees of the supervisor of the academic qualification thesis and of its external examiner; name, surname, academic degrees and signature of the Dean of the Faculty; name, surname, academic degrees and signature of the Head of the relevant Department; record on the course and results of the defence.
 - **For the purposes of storage of doctoral theses** – name, surname, academic degrees of the author; name, surname, academic degrees of the supervisor; name, surname, academic degrees of external examiners; professional CV of the author, publication activities of the author.

- **For the purposes of public availability of habilitation theses** (§ 75 of the HEA) – name, surname, academic degrees of the author, professional CV of the author, personal data related to publication activities.
 - **For the purposes of public availability of a summary of lectures for professorial appointment** (§ 74 of the HEA) – name, surname, academic degrees of the author, professional CV of the author, personal data related to publication activities.
- 2) **Processing of personal data necessary for the purposes of legitimate interests of the data subject/of TBU in Zlín**
- **For the purposes of the requests for the order for the purchase of new journals and books** – name, surname, cost centre/WBS;
 - **For the purposes of public availability of and archiving of publication activities/publication outputs by authors from TBU in Zlín and for the public availability of authors' profiles** (name and surname of the author and of other authors, academic degrees, education completed, professional qualification, ORCID/ResearcherID/Scopus/PlumX/NKP identifiers, publication outputs).
- 3) **Processing of personal data necessary for the performance of a contract (contractual relation), with the data subject acting as one of the contracting parties.**
- **Book loans (internal user of services in the automated library system ALS)** – in case of student: name and surname, e-mail address generated by the University, ID card chip code, loan period; in case of employee: employee ID number, e-mail address generated by the University, ID card chip code, loan period);
 - **Book loans (external user of services in the automated library system ALS)** – name and surname, date of birth of the user, address, private e-mail address, ID card number, chip code (enabling entry, use of self-service equipment), signature of the user, loan period, fees. On the basis of the completed application form, the Information Technology Centre of TBU in Zlín shall issue an external user ID card. The application is filed in paper form in the Library of TBU in Zlín. Personal data are transferred to the access system enabling entry to the Library premises;
 - **Printing and binding of academic qualification theses** – name, surname, e-mail address, telephone, name and surname of the payer in case of cashless payment, Faculty, type of academic qualification thesis, year of defence;
 - **Web services** (literature search, interlibrary loan services for individuals) – name, surname, e-mail address, ID card number;
 - **Use of other services provided by the Library of TBU in Zlín** (ID card number of external users, e-mail address generated by TBU for internal users).
- 4) **The processing of personal data is carried out in accordance with an explicit consent granted by the data subject.**
- **Inclusion in the Database of the National Authority File** (Name and surname of the author, date and place of birth, identifier, education completed, scope of activities and publications), provided that the author has granted his/her consent thereto. The required data shall ensure a unique and unmistakable identification of the author's person and prevent a mistaken connection between copyright works by another person bearing the same name.

II

Sharing of personal data

Personal data are kept in electronic form in the Aleph information system. Employees in charge in the Library of TBU in Zlín are entitled to access the system.

Consents shall be granted in electronic form or in writing. Consents granted in writing are stored in the TBU Library.

Outstanding liabilities of students are imported into the TBU information system (TBU portal).

III

Transfer of personal data

In accordance with the relevant legal regulations, selected personal data (e.g. bibliographic data) shall be transmitted to selected national databases or to similar registers.

IV

Access to personal data

Each Library user 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. In the event that the Library user has given his/her consent to the processing of his/her personal data, he/she is entitled to withdraw this consent at any time. A withdrawal of the consent does not affect the lawfulness of personal data processing carried out in accordance with a consent granted prior to the withdrawal of the same. Detailed information including other contact details is posted on the TBU website under the Privacy Policy section. At the same time, a Library user 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 the Library user for the period for which the user will use the services provided by the Library of TBU in Zlín. TBU in Zlín shall process personal data necessary for the fulfilment of obligations arising from a contract or from generally binding legal regulations for a period specified by the relevant legal regulations or in accordance with them also if the user of the Library withdraws his/her consent. TBU in Zlín shall process personal data provided by the Library user in accordance with this consent for the period of 5 years in the employee category, for the duration of studies + 1 year after completion of studies in case of students for the purpose of statistical reporting, in the user category throughout the contract duration, however, for a period of two years or less from the date on

which the consent was given, unless this consent to the processing of personal data is withdrawn earlier or, on the contrary, renewed by the Library user. The Library user takes cognizance of the fact that when the said 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 Library user is willing to renew his/her consent to such processing by TBU in Zlín.