

Principles of Personal Data Protection

Processing of Personal Data of Users of Other Services Provided by 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**”) shall, as the Controller of personal data, approach the personal data as the property of the users of other services provided by TBU in Zlín (hereinafter referred to as “user”) entrusted to the institution only for particular, previously set and explicitly specified purposes:

- **Provision of services intended for students and employees and offered by the Counselling Centre,**
- **Provision of services offered by the TBU ombudsman,**
- **Participation of users in seminars, workshops, conferences and similar events,**
- **Provision of study-related services within Lifelong Learning (LL) and the University of the Third Age (U3A),**
- **Sending of information including offers of participation in events,**
- **Academic ceremonies,**
- **Hire of TBU facilities by physical entities.**

I

Processing of personal data and legal titles for their processing

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

- 1) **The processing of personal data is necessary for the fulfilment of legal duties that apply to TBU in Zlín.**
 - **For the purposes of admission of students to study in LL and U3A programmes** (in accordance with the provisions of § 60 Paragraph 1 of the Higher Education Act No. 111/1998 Coll., hereinafter referred to as “HEA”, and in compliance with the Lifelong Learning Regulations of TBU in Zlín) – name, surname, birth certificate number, permanent address, or address outside the territory of the Czech Republic; in case of foreigners also date of birth, gender, address in the Czech Republic and nationality.
 - **For the purposes of study in LL and U3A programmes** (in compliance with the relevant provisions of the HEA as specified above – name, surname, birth certificate number, date of birth, ID number, education completed, address).
 - **For the purposes of habilitation procedures and professorial appointment procedures** (name and surname, academic degrees, curriculum vitae, education completed, information about teaching experience, list of research, specialist or artistic publications, information about research, specialized or artistic internships, field of habilitation procedure/professorial appointment procedure).

2) The processing of personal data is necessary for the purposes of legitimate interests of the data subject, or legitimate interests of TBU in Zlín.

- **For the purposes of admission of students to study in LL and U3A programmes** – telephone number and e-mail address, for the purposes of effective communication with the user.
- **For the purposes of study in LL and U3A programmes** – telephone number and e-mail address, for the purposes of effective communication with the user.
- **For the purposes of organization of academic ceremonies** – appointment of Associate Professors, presentation of Professors (name, surname, academic degrees, field of habilitation procedure/professorial appointment procedure, thesis title). Furthermore, when presenting users with awards and medals – award donor (name and surname, in case of a physical entity), name and surname of the rewarded person.

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

- **For the purposes of the Czech language course for foreigners** (in compliance with the Act No. 89/2012 Coll., Civil Code, as amended – name, surname, e-mail address, gender, date of birth, nationality, passport number, address, invoicing address, education completed, level of proficiency in the Czech language).
- **For the purposes of participation in seminars and educational courses including the issuance of a certificate of completion** (in compliance with the Act No. 89/2012 Coll., Civil Code, as amended, identification data of the client: a) legal entity: name, surname of the particular attendee, date of birth, e-mail address, other personal data relating to the level of seminar/course, such as e.g. level of language proficiency, education completed, etc. b) physical entity: name, surname, date of birth, address, e-mail address, other personal data relating to the level of the seminar/course, such as e.g. level of language proficiency, education completed, etc.).
- **For the purposes of participation users in seminars, workshops, conferences and similar events** (in compliance with the Act No. 89/2012 Coll., Civil Code, as amended – identification data of the client: a) legal entity: name, surname of the particular attendee, e-mail address).
- **For the purposes of hire of TBU facilities by physical entities.**

4) The processing of personal data is carried out in accordance with an explicit consent given by the data subject.

- **For the purposes of communication between the Counselling Centre and the user** – in accordance with the consent given by the user – e-mail address or telephone number (in order to arrange meeting dates).
- **For the purposes of using the services provided by the Counselling Centre** - in accordance with the consent given by the user – name, surname.
- **For the purposes of using the services provided by the TBU ombudsman** - in accordance with the consent given by the user – name, surname. TBU component part which the employee/student is affiliated with.
- **For the purposes of sending of newsletters and overviews listing events to be held at or at the TBU component parts** – in accordance with the consent given by the user - e-mail address.

II

Sharing of personal data

Personal data of the users of services provided by the LL and the U3A are kept in electronic form in the STAG information system, and/or in paper form in the relevant offices of TBU in Zlín (non-accredited degree programmes). Solely persons in charge employed at TBU in Zlín and their immediate superiors shall have access to them.

Personal data of attendees at courses, seminars, workshops, conferences, etc. are usually kept in electronic form in PCs of the persons in charge, or, if applicable, in paper form in the relevant offices responsible for the organization of these events. Solely persons in charge employed at TBU in Zlín and their immediate superiors shall have access to these personal data.

An exception may be the organization of courses, seminars, workshops, conferences, etc. funded by grants where the provider of a grant or of a financial contribution spent for the purposes of an event may also be given access to the attendance list in accordance with a contractual agreement made in writing.

Personal data of the users of the services provided by the Counselling Centre are kept in paper form in files and stored in lockable cabinets in a locked office. Solely the person in charge employed in the Counselling Centre shall have access to such data.

III

Access to personal data

Each 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 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. Detailed information including other contact details is posted on the TBU website under the Privacy Policy section. The user is also entitled to lodge a complaint with a supervisory authority.

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.

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 user withdraws his/her consent.

TBU in Zlín shall process the personal data provided by the user in accordance with his/her consent only for the period for which the user will use the services provided by the Counselling Centre, however, for a period of two years or less from the date on which the consent was given, unless this consent has been withdrawn by the applicant earlier. These personal data shall afterwards be shredded. The applicant 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 is willing to give TBU in Zlín his/her consent to such processing.