

# **Principles of Personal Data Protection**

## **Processing of Personal Data of Graduates/Alumni of Tomas Bata University in Zlín**

*Updated on 1 March 2021*

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 graduates/alumni of TBU in Zlín entrusted to the institution only for particular, previously set and explicitly specified purposes such as:

- Provision of information about educational, research and other events organized by the relevant Faculty or by TBU in Zlín,
- Evaluation of the quality of studies at TBU carried out by TBU graduates/alumni,
- Facilitation of graduate traineeships/internships, jobs and trainee programmes for graduates/alumni,
- Information concerning the TBU Alumni Club.

### **I**

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

When processing the personal data of graduates/alumni, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes personal data of graduates/alumni of TBU in Zlín to the corresponding extent and upon fulfilment of one of the requirements specified below:

- 1) Personal data are processed in compliance with the explicit consent given by graduates/alumni**
  - **For the purpose of provision of information about educational, research and other events organized by the relevant Faculty or by TBU in Zlín** - Name, surname when completing university studies, e-mail address, faculty, degree programme/course, year of completion of studies;
  - **For the purpose of evaluation of the quality of studies at TBU carried out by TBU graduates/alumni** - Name, surname when completing university studies, e-mail address, faculty, degree programme/course, year of completion of studies;
  - **For the purpose of provision of information concerning the TBU Alumni Club** – Name, surname, e-mail address, faculty, degree programme/course, year of completion of studies.
  
- 2) Processing of personal data is necessary for the performance of the subject matter of a contract (contractual relationship)**
  - **For the purpose of facilitating graduate traineeships/internships, jobs and trainee programmes for graduates/alumni through the career portal Job Portal UTB:** Name, surname, private e-mail address, degree programme/course.

## **II**

### **Sharing of personal data**

Personal data are kept in electronic form in the STAG information system/in the Graduate module, in the Portal of TBU in Zlín (information system of TBU in Zlín).

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

The only persons who have unlimited access to the information system are employees of TBU in Zlín who are in charge of the relevant affairs – Vice-Rector for Internal and External Relations, coordinator of the Alumni Club and faculty coordinators.

## **III**

### **Transfer of personal data**

Personal data included in the profiles of graduates/alumni 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/internship, candidates for employment or for trainee programmes through this service.

## **IV**

### **Access to personal data**

Each graduate/alumnus is entitled to request a correction, erasure or restriction of processing of personal data, as well as to request a transfer of personal data. Furthermore, he/she is entitled to withdraw his/her consent to the processing of personal data at any time. 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). In the event that a graduate/alumnus has given a consent to the processing of his/her personal data, he is entitled to withdraw his/her consent at any time.

Detailed information including other contact details is posted on the website of TBU in Zlín under the Privacy Policy section. At the same time, a graduate/alumnus 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**

TBU in Zlín shall process personal data provided by a graduate/alumnus to TBU in Zlín in accordance with his/her consent for the period of 5 years from the date on which the consent was given, however, no longer than until 31 December of the relevant calendar year during which the said period expires, unless this consent to the processing of personal data has been withdrawn by the graduate/alumnus earlier. The graduate/alumnus 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 graduate/alumnus is willing to renew his/her consent to such processing by TBU in Zlín.

Personal data of a graduate/alumnus relating to the service provided through the career portal Job Portal UTB shall be processed for a maximum period of 24 months from the date of completion of studies.