

Purpose of Personal Data Processing –

Admission Procedure to Study in an Accredited Study Programme

1. Identification of the purpose: **1**
2. Title of the purpose of personal data processing: **Admission Procedure to Study in an Accredited Study Programme**
3. Identification of the data controller and the processor: Czech Technical University in Prague, (CTU), Registered address: Czech Republic, 166 36 Prague - Dejvice, Zikova 4, Tax ID: CZ68407700, ID: 68407700, <https://www.cvut.cz/>.
4. Contact details of the data protection officer: E-mail: dpo@cvut.cz.
5. Legal basis: Performance of a task carried out in the public interest or in the exercise of official authority, fulfilment of a legal obligation, legitimate interests of the data controller or a third party.
6. Description and justification: CTU keeps records of the following personal data of a study applicant in order to comply with the obligations arising from Section 50, Act No. 111/1998 Coll., on Higher Education Institutions, Act No. 500/2004 Coll., Code of Administrative Procedure, Act No. 301/2000 Coll., on Registers, Names and Surnames, legitimate interest of the data controller, Decree No. 277/2016 Coll., on Submitting Statistical Data by Higher Education Institutions, and the performance of tasks carried out in the public interest, Article 6, Para 1 (e), Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR).
7. Scope of data:
 - First name or names,
 - Surname,
 - Surname at birth,
 - Degrees,
 - Date of birth,
 - Place and country of birth,
 - National identification number (if assigned),
 - Sex,
 - Citizenship,
 - Data on previous secondary and university education (what school the candidate is applying from, the level and results achieved during previous education) and all other documents and certificates (such as language certificates) that result from the admission requirements of the faculty or institute (such as: a CV, an overview of previous employment, a motivation letter, a portfolio) ,

- Study programme and field of study (or specialization) that the applicant applies for,
- Telephone,
- E-mail,
- Course, partial results and overall result of the admission procedure.

In case of applicants with Czech citizenship:

- Permanent address in the Czech Republic (street, house number, town, post code, country),
- Service address in the Czech Republic (if different from the permanent address),
- Address outside the Czech Republic, if applicable (street, house number, town, post code, country).

In case of foreigners also the following data:

- Service address outside the Czech Republic (street, house number, town, post code, country),
- Service address in the Czech Republic, if applicable (street, house number, town, post code, country),
- Passport number (in case of applicants who require visas).

For applicants with special needs who demand an adjustment of the course of the admission procedure:

- A verifiable document of the existence of the special needs (a document of health impairment or a document of disability, or a disabled person ID, or a document proving a specific learning disorder, or a report from a pedagogical psychological counselling centre, or a report from a special pedagogical counselling centre, or a medical report).

8. Sources of personal data: The paper or electronic form filled in by the person applying to study in an accredited study programme, and, where appropriate, other communications from the data subject.

9. Transfer of personal data: Yes, to whom:

- Ministry of Education, Youth and Sports (MŠMT), Registered address: Czech Republic, Karmelitská 529/5, 118 12 Prague 1, ID: 00022985, <http://www.msmt.cz/>.
- Partner schools – under a signed contract – only in case of double degree or joint degree study programmes.

10. Transfer of personal data outside the EU: Yes, to whom:

- Partner schools – under a signed contract – only in case of double degree or joint degree study programmes.

- The diplomatic mission where the visa application will be submitted (in case of applicants who require visas)
11. Processing period: From the receipt of the study application until the end of the 3rd calendar year following the receipt of the study application.
 12. In some cases of personal data processing, the data subject, for example, has the right to require the data controller to provide access to their personal data, the right to rectification or erasure thereof, or to restrict processing, and to raise objection to processing, as well as the right to data portability.
 13. Right to withdraw consent to the processing of personal data: No.
 14. The data subject has the right to lodge a complaint with the supervisory authority and to contact the data protection officer.
 15. Automated decision-making or profiling: No.
 16. Version: 1.0.
 17. Valid from: 25 May 2018.