

## **Purpose of Personal Data Processing – Studies in an Accredited Study Programme**

1. Identification of the purpose: **2**
2. Title of the purpose of personal data processing: **Studies in an Accredited Study Programme**
3. Identification of the data controller and the processor: Czech Technical University in Prague, (CTU), Registered address: Czech Republic, 160 00 Prague - Dejvice, Jugoslávských partyzánů 1580/3, Tax ID: CZ68407700, ID: 68407700, <https://www.cvut.cz/>.
4. Contact details of the data protection officer: E-mail: [dpo@cvut.cz](mailto: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 student in order to comply with the obligations arising from 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, 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 or a substitute national identification number according to the Register of Students,
  - Student's personal number,
  - Sex,
  - Citizenship,
  - Marital status,
  - Telephone,
  - E-mail,

- Number of bank account, bank (CR),
- Children's documents from the Register of Vital Records (in case of student – parent registration),
- Student's documents from the Register of Vital Records (documents on changing gender, death certificate),
- Study programme and field of study (or specialization) in which the student studies,
- Other information about studies (for example: the date of commencement of studies, the type of study, the way of financing of studies, the language of instruction, the study plan, whether the student is / is not newly accepted, a report on disciplinary and ethics proceedings, information provided by teachers on cases of student cheating that have not been solved before the Disciplinary Commission),
- Student's applications and relevant decisions and statements (for example: an application for an individual study plan, interruption of studies, alternative date for submission of the thesis, recognition of subjects),
- Data on previous secondary and university education (type of secondary school, the school's identification number and address, the year of the final examination, the achieved level of 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),
- Data on study stays abroad,
- Number of the diploma,
- Study results including all information on the final state exams (protocols, reviews, reviewer),
- Student's medical documentation (in case of applications for interruption of studies due to health reasons or ISP),
- Confirmation from relevant sport unions (in case of top-level athletes),
- A study contract (in case of students in double degree or joint degree programmes),
- Decisions on the assessment of fee for an extended study period,
- Requests for personal data processing lodged by the state administration and courts,
- Signed matriculation promise,
- Permanent Stay in Czech Republic: yes – no.

In case of students 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).

8. Sources of personal data: The electronic admission form that is converted into studies, 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/>
  - Všeobecná zdravotní pojišťovna ČR (VZP), Registered address: Czech Republic, Orlická 2020/4, 130 00 Prague 3 – Vinohrady, IČO: 41197518, <https://www.vzp.cz/>
  - Following requests lodged by the state administration and courts
  - 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.
11. Processing period: From the receipt of the study application until the end of the 10th calendar year following the year of the completion of studies.
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: 2.0.
17. Valid from: 1 September 2018.