

Annex 3:

Instruction on Processing of Personal Data by Palacký University Olomouc as a controller of personal data

Palacký University Olomouc, residing at Křížkovského 8, 779 00 Olomouc (hereinafter referred to as "UP")

processes your personal data in accordance with *Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation)* - hereinafter as „Regulation “), namely as a **Personal Data Controller**.

UP processes your personal data implemented at UP **to the following extent:**

1. Name and surname, address, personal identification number, date and place of birth, address of permanent residence in the Czech Republic, nationality, information on the highest level of education achieved, sex, e-mail,
2. Information on academic degrees, telephone number in case you have voluntarily communicated or will communicate them to UP,
3. All other information that meet the definition of personal data which may arise in connection with implementation and administration of long-life education and internationally recognized course (e.g. information on participation in learning activities, information on study results of learning activities).

UP declares that it obtained or will obtain your personal data in the described scope from you as subject of personal data, prospectively during implementation of the LLLP or IRC. UP obtains the personal data stated in points 1) and 2) by means of your written application, or registration the Portal of life-long learning at UP.

UP processes your personal data on the following legal basis:

- In accordance with Art. 6 par. 1 letter b) of the Regulation, i.e. processing of personal data is **necessary for the performance of the LLLP Participation Contract** to which you are one of the parties, **or for application of measures taken before the conclusion of the Contract at your request**, specifically due to the fact that by expression of your interest in participation in the LLLP or in the IRC you did an action that enables UP to process your personal data for the purpose conclusion of the Contract at your request (i.e. that was an action aimed at the conclusion of the LLLP participation Contract or IRC participation Contract);
- In accordance with Article 6 par. 1 letter c) of the Regulation, i.e. processing of the personal data is **necessary for compliance with a legal obligation to which UP as the controller is subject**; to comply with such an obligations, UP performs the following:
 - under **Sections 60 and 60a of the Act No. 111/1998 Sb., on higher education institutions**, personal data are processed for the purposes of the administration of LLLP or IRC, recording the study results of such

programmes, issuing certificates of completion of the LLLP or IRC or their duplicate copies;

- under **Section 3 of Decree No. 277/2016 Sb., on transfer of statistical data by higher education institutions**, where all higher education institutions are required to transfer to the Ministry of Education, Youth and Sports (hereinafter the “Ministry”) the personal data, set out by this decree, of every participant and every graduate of the life-long learning programme, oriented to the performance of a profession or eligible for further study in the accredited study programmes, provided that it includes at least 50 hours per course, and of every participant, and personal data of every graduate of the education in the internationally recognized course.

In accordance with Article 5 and 6 of the Regulation, all your personal data will be **processed only for the following purposes**:

- administration of participation in a life-long learning programme or internationally recognized course, including recording the study results, issuing certificate of completion or its duplicate copy;
- entering into a contract to participate in a life-long learning programme or internationally recognized course and performing the obligations thereunder, if need be assertion of rights arising therefrom;
- transfer of the data of the LLLP Participant to the Ministry if required by Section 3 of Decree No. 277/2016 Coll., on transfer of statistical data by higher education institutions.

UP will process your personal data **in this manner**: collection, recording, assortment, structuring, saving, adaptation or modification, retrieving, look-in, use, disclosure through transmission, spreading or any other disclosure, alignment or combination, restraint, erasure or destruction, and namely always within the framework of the purposes of personal data processing; processing for another purpose is only possible based on your consent or on the grounds laid down by the Regulation.

Within the framework of UP, your personal data will be collected and processed by the commissioned employees of UP.

Provision of your personal data by you is voluntary; in case you reject to provide the your personal data necessary to enter into the LLLP participation contract or IRC participation contract, if need be the data necessary to administer your participation in LLLP or IRC, eventually the data that need to be transmitted to the Czech Ministry of Education, Youth and Sports, UP will not be able to implement your participation in the pertinent programme and neither will be able to conclude a contract to participate in such a programme or course.

UP will not share your personal data with third parties (recipients) with exception of case of the duty, required by law, as stated above, to provide the Czech Ministry of Education, Youth and Sports, if need be other bodies by virtue of a legal duty, with the data of certain types of participants of LLLP and with data of participants of IRC.

UP will store your personal data **as long as any of the grounds for processing stated herein last**.

UP further instructs you on your rights pursuant to the articles 13 and 14 of the Regulation, eventually pursuant to the Art. 15 – 22, 34 and 77 of the Regulation as follows:

Please note that the Head of the Rector's Office of Palacký University Olomouc, Křížkovského 8, 779 00 Olomouc acts as the **UP data protection officer** (and may be contacted at the above address).

Under Article 15 of the Regulation, you may obtain from UP **confirmation** as to whether or not the personal data concerning you are being processed, and, where that is the case, you **may obtain access to these personal data and the related information defined in Art. 15 par. 1 letter a) – h) of the Regulation. You may be provided with one free copy of the processed personal data under the conditions laid down in the Art. 15 of the Regulation.**

Under Article 16 of the Regulation you may obtain **rectification** of the inaccurate personal data concerning you or **have incomplete personal data completed**;

Under the Article 17 of the Regulation, you have the right to **have UP delete the personal data** concerning you without undue delay under conditions set out in Article 17 of the Regulation.

Under conditions laid down in Article 18 of the Regulation, you may request UP to **restrict the processing** of personal data.

Under conditions laid down in Article 20 of the Regulation, you have the **right to personal data portability**.

Under conditions laid down in Article 21 of the Regulation, you **may object** to processing of the personal data.

Under the conditions laid down in Article 34 of the GDPR, you **are entitled to be informed of a personal data security breach** provided that such a breach is likely to result in a high risk to the rights and freedoms of natural persons.

Under Article 77 of the Regulation, you may **lodge a complaint with a supervisory authority**, in particular in the EU member state of your regular domicile, place of performance of employment or place where the alleged breach occurred, if you figure that by the processing of the personal data concerning you, the regulation is infringed.

Further information on your rights in the field of personal data processing are stated in articles 15 – 22 and 34 of the Regulation.