

INFORMATION ON PROCESSING AND PROTECTION OF PERSONAL DATA TO CONSENT TO ITS PROCESSING

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 referred to as “GDPR”), the University of Ostrava provides following information on processing and protection of personal data:

1. Purpose of providing this information about data processing

University of Ostrava provides below mentioned information for purpose of receiving consent to data processing.

2. Reason for consent to data processing

University of Ostrava needs the consent to data processing to fulfil the obligations set in general binding provisions. Without the aforementioned consent the University of Ostrava cannot process received personal data (collect, use and store). If University of Ostrava could not process received personal data, it would not be able to organise a selection procedure, as it could not use the contact details legally. A person who does not consent to the personal data processing cannot attend the selection procedure and therefore will be excluded from the open competition.

3. Information on data processing

University of Ostrava publishes all general information concerning data processing including the information about protection of the personal data on the web page accessible here: <https://www.osu.cz/>.

4. Personal data controller

Controller of all personal data that was given to the University of Ostrava is University of Ostrava with its seat in Dvořákova 7, 701 03, Ostrava, ID no. 61988987, established by law no. 314/1991 Coll., University of Ostrava is not included in a public register and is included in register of higher education institutions and accredited study programs of Ministry of Education Youth and Sports of Czech Republic under institution RID 17000.

5. Controller's contact details

University of Ostrava has the following contact details:

- 1) Seat: Dvořákova 7, 701 03, Ostrava
- 2) Data mailbox: 37gj9fm
- 3) Telephone: +420 597 091 111, +420 553 461 111
- 4) E-mail: info@osu.cz, studium@osu.cz, podatelna@osu.cz

6. Data protection officer

University of Ostrava has its own data protection officer, Mgr. Bc. Jan Humpolík.

Any person, whose personal data are processed by University of Ostrava, may contact the data protection officer in all areas concerning processing of his own personal data and execution of his rights towards these personal data.

7. Contact details of data protection officer

Contact details of data protection officer are:

- 1) Workplace: University of Ostrava, Rectorate, Legal service office
- 2) Address of the workplace: Dvořákova 7, 701 03, Ostrava
- 3) Data mailbox: 37gj9fm
- 4) Telephone: +420 553 461 042
- 5) E-mail: gdpr@helpdesk.osu.cz

8. Personal data categories

University of Ostrava collects and processes the following categories of data from persons, who attend selection procedures to occupy job vacancy:

Personal identification data

Name, second name, surname, surname at birth, former surname, sex, title, academic degree, academic/scientific degree, scientific/pedagogical degree, artistic/pedagogical degree, scientific rank, date of birth, place of birth, number of identification card (especially identity

card, driving license, card for persons with a disability, passport, residence permit card), nationality, handwritten signature.

Contact details

Address of permanent residence, address of temporary residence, national's registered address, address for service, telephone number, e-mail address, addresses of profiles on social media (in particular social media account on Facebook, Twitter and LinkedIn).

Data arising from intercommunication

Telephone address, IP address, date and time of made calls/connection, data stored in cookies files.

Other data mentioned in the Curriculum Vitae

By "other data", it is understood miscellaneous data combining information about personal identity, contacts, or gained qualifications and experience. Among these data may appear namely data about education and studies or data about gained qualification and experience. Particular data and their extent are entirely up to the will of applicant for a vacancy in University of Ostrava. Given consent to personal data processing is therefore applicable to any personal data mentioned in the CV of an applicant for a vacancy in University of Ostrava.

9. Extent of data processing

University of Ostrava processes all personal data only in indispensable extent to achieve a particular purpose of its processing. University of Ostrava does not process any personal data, which are obviously superfluous to achieve the particular purpose of its processing. University of Ostrava does not process further any personal data, which subsequently appeared to be superfluous to achieve particular purpose of its processing.

10. Purposes for data processing

University of Ostrava processes personal data which were provided for the following purposes:

- 1) Fulfillment of obligations, which are imposed on the University of Ostrava by legal regulations. The obligations are specified particularly in Law no. 262/2006 Coll. and Law no. 435/2004 Coll. Based on these legal regulations, University of Ostrava implements primarily its information obligation before the creation of labour-law relation.
- 2) Conclusion of contracts and agreements, on which basic labour-law relations are based, especially Employment Contract, Agreement on Working Activity, and Agreement on Work Performance.
- 3) Execution of indispensable legal acts, which are prior to conclusion of aforementioned contracts and agreements. Primarily, it is in case of intercommunication, including negotiation about form and content of particular contracts and agreements and its particular arrangements via diverse forms of communication – primarily via personal or telephone dialogue or via written communication in paper or electronic form.

11. Legitimate interest in data processing

University of Ostrava processes personal data not only for purposes mentioned above, but also because it has its own legitimate interest in particular personal data processing. The legitimate interests are primarily:

- 1) Protection of its own property rights,
- 2) Prevention of damages on its own property,
- 3) Preservation of its rights and interests in proceedings before public authorities, including proceedings before administrative authorities and proceedings before courts.

12. Storage period of personal data

University of Ostrava processes all personal data provided to it exclusively for the duration of selection procedure and then for a period of 6 months after it is completed. After this period of time, the provided or gained personal data are erased.

13. Personal data recipients

University of Ostrava does not disclose, send, nor communicate personal data of persons participating in selection procedures to other persons or public authorities unless they signed a contract or agreement concluding labour-law relation with University of Ostrava.

University of Ostrava discloses, sends or communicates personal data of aforementioned persons only to selected public authorities, primarily to law enforcement authorities (police, public prosecutor's office, courts), but only on rare occasions and under fulfilled conditions, in a manner and extent specified by relevant legal regulations.

14. Legal basis for personal data processing

University of Ostrava processes all provided personal data on the basis of legal regulations of European Union and the Czech Republic, especially:

- 1) Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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),
- 2) Law no. 101/2000 Coll., on personal data protection, as amended.

15. The right of withdrawal

Every person, whose personal data were processed by University of Ostrava based on his given consent, has the right to withdraw the consent anytime. Nevertheless, a person has this right only if the aforementioned consent given to the University of Ostrava to process his/her

personal data, was the only legal reason for such personal data processing. The withdrawal of the consent does not have influence on lawfulness of the processing of personal data, which took place based on the consent before its withdrawal.

Exercising of right to withdraw the consent before signing a contract or agreement, which initiates the labour-law relation, leads to exclusion of the applicant from open competition.

16. The right of access to personal data

Every person, whose personal data were processed by the University of Ostrava, has the right of access to their personal data. By this right, it is said that every person may ask University of Ostrava for a certificate. The certificate shall consist of:

- 1) Data stating whether the University of Ostrava processes or not any personal data that might concern the applicant.
- 2) Data about purposes for personal data processing; about categories of concerned personal data; about recipient or category of recipients to whom the personal data were or shall be disclosed, especially in case of recipient from third countries outside the EU or from international organizations; about planned period of time, during which the data shall be stored, or if it is not possible to determine such period, then about criteria used to determine the period; about existence of right of asking the University of Ostrava to rectify or erase personal data concerning the applicant; about existence of right of asking University of Ostrava to limit processing of personal data concerning the applicant; about existence of right of objecting to the category of applicant's personal data and manner in which they are processed by the University of Ostrava; about the existence of the right of objecting to supervisory authority, more specifically to Personal Data Protection Authority; about all accessible information concerning source of personal data in case that University of Ostrava did not receive all the personal data directly from the applicant; about processing of personal data in the manner of automated decision making and profiling including the data about the procedure used, importance and consequences of such processing for applicant; about safeguards, which exist while transferring personal data to third countries outside the European Union or to international organisations.

Every person, whose personal data are processed by University of Ostrava, has the right of accessing his personal data. By this right, it is also said that every person may ask University of Ostrava to receive a copy of all personal data concerning themselves and which University of Ostrava has processed. Nevertheless, this right must not negatively affect rights and freedoms of others.

University of Ostrava issues the certificate of personal data processing for free.

University of Ostrava issues the first copy of an individual's personal data for free.

University of Ostrava will ask for a payment for issuing of second and other copies of an individual's personal data, according to related administrative burden.

17. Right to rectification

Every person, whose personal data are processed by University of Ostrava, has the right to rectify and add any of his personal data. This means, that every person may ask University of Ostrava to rectify or add any personal data concerning the applicant.

If University of Ostrava rectifies or adds any personal data concerning the applicant who asked for such action, the university shall inform all the recipients to whom the data had been distributed. Recipients of the personal data are all persons and public authorities, primarily courts, offices and police. Nevertheless, University of Ostrava shall not inform the recipients about the rectification or addition of the personal data, if provision of the information proves impossible or would involve disproportionate effort.

18. Right to erasure of personal data

Every person, whose personal data are processed by University of Ostrava, has the right to erasure of any personal data concerning him or her. This means that although University of Ostrava received any of individual's personal data in the past, new situation, that forces University of Ostrava to erase such data, has occurred. Among situations forcing University of Ostrava to erase any personal data are:

- 1) Particular personal data is no longer needed for any purpose for which was originally received or processed.
- 2) University of Ostrava received personal data based on consent of particular person, but this person withdrew the consent later on and at the same time there is no other legal reason to process the particular personal data by University of Ostrava.
- 3) University of Ostrava processed personal data of particular person, because it had a legitimate reason for it, but this particular person objected to his personal data processing within the meaning of Article 21 paragraph 1 GDPR, which means an objection questioning or denying legitimacy of processing of personal data by University of Ostrava, and subsequently it emerged that the University of Ostrava does not have such legitimate reasons for personal data processing which would outweigh legitimate reasons of a person against his or her personal data processing.
- 4) University of Ostrava processed any personal data of particular person illegally.
- 5) University of Ostrava processed any personal data of particular person, but had to erase such personal data to fulfil legal obligation imposed by European Union legislation or legislation of its Member State.

In case that University of Ostrava published any personal data processed with regards to particular person, and subsequently got legal obligation to erase such personal data, then the university informs other persons who were subsequently processing such data in order to erase the data, all its copies or replications and links to it. University of Ostrava shall make the provisions in reasonable extent with regards to accessible technology and costs of execution.

Nevertheless, University of Ostrava does not erase personal data of particular person in case at least one of the aforementioned conditions is fulfilled, if on of the following situations appears:

- 1) University of Ostrava processes any personal data of particular person and this processing is necessary for exercising the right of information and freedom of expression.
- 2) University of Ostrava processes any personal data of particular person and this processing is necessary for compliance with legal obligation imposed by European Union legislation or legislation of a Member State.
- 3) University of Ostrava processes any personal data of particular person and this processing is necessary for performance of a task carried out in the public interest or in the exercise of official authority vested in University of Ostrava.
- 4) University of Ostrava processes any personal data of particular person and this processing is necessary for public interest in the areas of public health, especially for je nezbytné kvůli veřejnému zájmu v oblasti veřejného zdraví, in particular because of providing occupational medical services and protecting against serious cross-border threats or ensuring high standards of quality and safety of health care.
- 5) University of Ostrava processes any personal data of particular person and this processing is necessary for purposes of archiving in the public interest, for purposes of scientific or historical research or for statistic purposes, if it is likely that the right to erasure would make impossible or would seriously jeopardise meeting the objectives of aforementioned processing.
- 6) University of Ostrava processes any personal data of particular person and this processing is necessary for the establishment, exercise or defence of legal claims.

19. Right to have the processing restricted

Every person, whose personal data are processed by the University of Ostrava, has the right to have the processing of any of his personal data restricted. This right means, that the University of Ostrava may store personal data of particular person, but it cannot process them in any other manner.

University of Ostrava may process any personal data, whose processing was restricted, by means other than its storage, for these reasons:

- 1) Processing of any of an individual's personal data was restricted, but this particular person, whose data are in question, gave a consent with its processing to the University of Ostrava.
- 2) Processing of any of an individual's personal data was restricted, but the processing is necessary for the establishment, exercise or defence of legal claims.
- 3) Processing of any of an individual's personal data was restricted, but the processing is necessary for the protection of the rights of other natural or legal person.
- 4) Processing of any of an individual's personal data was restricted, but the processing is necessary for an important public interest of European Union or its Member State.

The right to have the processing of personal data restricted has the person, whose personal data are concerned, only in the following cases:

- 1) Person, whose personal data are processed by the University of Ostrava, denies its accuracy. In such case, the restriction on personal data processing is applicable only for

period of time necessary for verification of the accuracy of personal data by the University of Ostrava.

- 2) University of Ostrava processes any personal data of particular person illegally, but this particular person, who provided any of his or her personal data to the University of Ostrava, does not ask for erasure of personal data but asks for restricted processing of such data.
- 3) University of Ostrava gained any personal data of particular person and does not need it anymore, but this particular person asks University of Ostrava to be provided with such data for establishment, exercise or defence of his or her legal claims.
- 4) Person, whose personal data are processed, objected to processing of this personal data within the meaning of Article 21 paragraph 1 GDPR, which is an objection questioning or denying legitimacy of processing of personal data by the University of Ostrava. In such case, the restriction of personal data processing is applicable only for the period of time necessary to verify whether the reasonable grounds for personal data processing by the University of Ostrava outweighs the reasonable grounds of the particular person, whose personal data are processed by the University of Ostrava.

Every person, who successfully achieved the restriction of personal data processing, shall be informed in advance by the University of Ostrava, when the restriction shall be deleted.

20. Right for information about the recipients of the data

Every person may ask University of Ostrava for being informed about the recipients to whom University of Ostrava made their personal data accessible and who were informed about the rectification, addition, erasure or restriction of any of applicant's personal data. All public authorities, in particular courts, offices and police are understood as recipients of personal data.

21. Right to object

Every person, whose personal data are processed by the University of Ostrava, has the right to object to processing of any of his or her personal data. This right is applicable only in the following cases:

- 1) University of Ostrava processes any personal data of particular person, because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in University of Ostrava.
- 2) University of Ostrava processes any personal data of particular person, because it is necessary for purposes of its legitimate interests.
- 3) University of Ostrava processes any personal data of particular person, because it is necessary for purposes of a scientific or historical research or for statistic purposes.
- 4) University of Ostrava processes any personal data of particular person for purposes of direct marketing.

Objection, which a person raises in cases referred to in the previous paragraph under the no. 1, 2 or 3, must be based on the grounds relating to their particular situation. University of

Ostrava does not proceed further the personal data which are the subject of the objection. The aforementioned restriction on further processing starts from the moment of receiving the objection by the University of Ostrava until the moment when the objection is settled. University of Ostrava may further process the personal data, whose processing was objected, only if it proves at least one of the following:

- 1) University of Ostrava processes any personal data, which was objected, but there are important reasonable grounds for such processing, which overweighs the interests or rights and freedoms of the person, who raised the objection.
- 2) University of Ostrava processes any personal data, whose processing was objected, but there are important reasonable grounds for establishment, exercise or defence of legal claims.

Objection, which a person exercises in case specified in the aforementioned paragraph under the number 4, does not have to be based on the reasons concerning a particular situation of a person who exercises it. The aforementioned objection may be raised anytime. University of Ostrava does not process further personal data, which were the subject of the objection, and which were processed exclusively for purposes of direct marketing. The aforementioned restriction of further processing is therefore permanent.

22. Forms of processing a request

University of Ostrava settles every request concerning protection of personal data by the following means:

- 1) In written form on paper
- 2) In written electronic form
- 3) orally

University of Ostrava settles every request concerning protection of personal data orally only if a claimant explicitly asks for such a form of processing and proves his or her identity.

23. Time limits for processing requests

University of Ostrava settles every request concerning protection of personal data in the following time limits:

- 1) Without undue delay of the receipt of the request, and if not possible,
- 2) Within one month of receipt of the request, and if not possible,
- 3) Within 3 months of receipt of the request

University of Ostrava shall notify the claimant about every delay in processing his or her request which cannot be settled within one month of receipt of the request. This notification also includes the reasons of the delay. By this notification, University of Ostrava informs the claimant within the time limit of one month of receipt of the request.

24. Fees for responding to the request

University of Ostrava responds to every request concerning protection of personal data free of charge.

University of Ostrava may in case of unfounded or unreasonable request:

- 1) Refuse to comply with the request, or
- 2) Comply with the request, but shall charge a reasonable fee taking into account the administrative costs of providing the information

25. Right to lodge a complaint with a supervisory authority

Every person, whose personal data are processed by the University of Ostrava, has the right to lodge a complaint with a supervisory authority, which is Personal Data Protection Authority.