

Personal Data Processing: Information for Incoming Students

Palacký University Olomouc, with registered office at Křížkovského 8, 779 00 Olomouc, Czech Republic (hereinafter “UP”) **processes personal data of incoming students doing study exchanges at Palacký University Olomouc** (hereinafter “incoming students”) under 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 “GDPR”) as a controller.

In accordance with Articles 5 and 6 of the GDPR, all personal data you provide in any form **are processed only for the following purposes:**

- **Administration of your study exchange at UP**
- **Keeping records of your study exchange at UP**
- **Archiving of documents and data related to your study exchange at UP**
- **Communicating information on your exchange to public administration bodies and authorities: Ministry of Education, Youth and Sports of the Czech Republic, Ministry of Interior of the Czech Republic (Department for Asylum and Migration Policy, Police of the Czech Republic), Ministry of Foreign Affairs of the Czech Republic (Embassies of the Czech Republic), Customs Administration**
- **If needed, communicating or providing access to information on your study exchange to healthcare facilities or health insurance companies (VZP, VZP a.s., Slavia)**

The forms of processing your personal data include, without limitation, collection, recording, organisation, structuring, storage, adaptation or alteration, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction, for the sole purpose of the preparation and implementation of your study exchange.

The legal basis for processing your personal data by UP includes:

- **Article 6(1)(b) of the GDPR, i.e. processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;**
- **Article 6(1)(c) of the GDPR, i.e. processing is necessary for compliance with a legal obligation to which the controller is subject;**

You provide the personal data on a voluntary basis: if you refuse to provide the personal data necessary for the implementation of your study exchange, UP will not be able to complete your identification and administer your study exchange, and will not be able to perform the duties owed to other public authorities of the Czech Republic.

UP will not disclose your personal data to third parties unless required by law or unless obliged to do so under the contract made between you and UP.

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

UP will store your personal data as **long as the purpose for their processing exists**, but not longer than 10 years.

Please be advised of your **rights under Article 13 of the GDPR, or as the case may be, under Articles 15-22, 34 and 77 of the GDPR:**

Under Article 15 of the GDPR, you may obtain from UP confirmation as to whether or not your personal data are being processed, and, where that is the case, you **may obtain access to the personal data and**

the related information defined in Article 15(1)(a)-(h) of the GDPR. You may be provided with one free copy of the processed personal data provided that the requirements of Article 15 of the GDPR are met.

Under Article 16 of the GDPR you may **obtain rectification** of your inaccurate personal data, or **have incomplete personal data completed**.

Under Article 17 of the GDPR, you may obtain from the controller the **erasure of your personal data without undue delay in compliance with Article 17**; the grounds for such an erasure include, without limitation:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) the data subject withdraws consent on which the processing is based according to point (a) of Article 6(1), or point (a) of Article 9(2), and where there is no other legal ground for the processing;
- c) the data subject objects to the processing pursuant to Article 21(1) and there are no overriding legitimate grounds for the processing, or the data subject objects to the processing pursuant to Article 21(2);
- d) the personal data have been unlawfully processed;
- e) the personal data have to be erased for compliance with a legal obligation in Union or Member State law to which the controller is subject;
- f) the personal data have been collected in relation to the offer of information society services referred to in Article 8(1).

Under specific conditions stipulated in Article 18 of the GDPR, you may request that UP restrict the processing of your personal data.

Under the conditions stipulated in Article 34 of the GDPR, you **are entitled to be informed of a personal data 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 GDPR you may **lodge a complaint with a supervisory authority**, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you **consider that the processing of personal data relating to you infringes the GDPR**.

For further information on your rights in relation to personal data processing, please consult Articles 15-22 and Article 34 of the GDPR.