

Vysoká škola báňská – Technická univerzita Ostrava

Notice on personal data processing

Vysoká škola báňská – Technická univerzita Ostrava, IČ (Company registration no.): 61989100, 17. listopadu 15/2172, 708 33 Ostrava – Poruba (hereinafter as the „VŠB-TUO“) is the data controller for the purposes of processing personal data that you, as a data subject, provide us with.

1. Purpose of the processing of personal data

We collect your personal data in order for us to be able to

1. provide accommodation services
2. operate a CCTV

The legal basis for the processing of personal data for these purposes is:

1. fulfillment of obligations of Act No. 563/1991 Coll., on accounting, fulfillment of the obligations of Act No. 326/1999 Coll., on the Residence of Foreigners in the Czech Republic
2. the legitimate interest of the personal data controller, which is to ensure the security and protection of persons and property

2. What data we process

For these purposes, we need the following personal data from your part:

First name (s), family name, degree

Personal identification number

Date of birth

Permanent residence

Nationality

School ID

Passport number, ID number

Email address, telephone number

School email

Visa number

Photograph

Number of bank account

Status - student, employee, guest

Date of start, end, study, internship, employment

Start and end date of accommodation

Faculty

Form and type of study, year

Date of final state examination

Camera records

3. How we work with data

VŠB-TUO processes personal data in accordance with Regulation (EU) No 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Protection Regulation personal data) (hereinafter referred to as "the Regulation").

Personal data is strictly protected in our university system. The processing of personal data takes place manually and also in electronic information systems that are subject to physical, technical and procedural control. In order to protect the data, we have set up security mechanisms including technical, organizational and personnel measures.

We pass on your personal data to:

- The Ministry of Foreign Affairs in dealing with foreigners' residence
- Foreign police, controls of staying
- Police of the Czech Republic in the event of an incident
- Insurance company in the event of damage event
- Courts and executors in the case of debt recovery

4. Time of processing of personal data

Depending on the set internal policies, respectively. for some documents, in accordance with legal requirements, we hold documents containing your personal data for the period specified in the VŠB-TUO's file and in shredding plan:

- Records in the **PREVIO** System - 10 years
- Camera Records - 5 days

After the specified time, documents containing your personal data on all media will be irreversibly destroyed.

Any personal data that we only have at your disposal with your consent to processing will be retained until you notify us that you have withdrawn your consent, or until the reason for the collection has ceased, depending on what happens previously.

5. What are your rights

Any person whose personal data we process can request information about the processing and access to their personal data. VŠB-TUO is entitled in cases where requests made by the data subject are clearly unreasonable or inappropriate, in particular because the applications are repeated, to require adequate payment for providing information about personal data processing, not exceeding the costs necessary to provide the information. For the same reasons, it is also possible to refuse requests.

If you find or believe that the processing of your personal data is inconsistent with the protection of your privacy or your privacy, or that any personal information processed by us is incorrect or complete, you may request an explanation and, in particular, in order to remedy the situation thus created, ie to correct, restrict or erase your personal data. In the case of processing consent, you can revoke it at any time.

At the VŠB-TUO, as a personal data controller, it is possible to apply for personal data protection rights to the Data Protection Officer through the data box, ID DS d3kj88v, e-mail at

poverenec@vsb.cz or by post at the Vysoká škola báňská – Technická univerzita Ostrava,, November 17 15/2172, 708 33 Ostrava-Poruba. The above-mentioned methods may be applied to VŠB-TUO in the relevant cases for the purpose of exercising the right of access to personal data, their correction or deletion, or limitation of processing, of objecting to processing, as well as of exercising the right to portability of data and other rights according to General Regulation on the protection of personal data.

The data subject's right is subject to verification of the identity of the applicant.
Anonymous requests will not be processed.

Authentication can be done in the following ways:

- Send the request via the data box
- Send an e-mail request signed by a qualified electronic signature
- A written request sent by post must be provided with a validation clause

6. Right to file a complaint with the Supervisory Authority

The data subject has the right to file a complaint for the processing of personal data at the Supervisory Authority, the Office for Personal Data Protection, <http://www.uoou.cz/>.