

## **Notification of personal data processing for the purpose of implementing the Erasmus+ programme agenda and providing services**

For the purpose of personal data processing, the Technical University of Liberec, Studentská 1402/2, 460 01, Liberec 1, IČO: 46747885 (hereinafter the TUL) is the controller of the data that you will provide to us as the data subject. We collect and process only those categories of your personal data described under point 2 that we necessarily need in order to implement the tasks as described under point 1. The ways in which we use your personal data are described under point 3, and point 4 states how long we keep the data provided by you. Point 5 presents basic information about your rights in relation to the personal data that you provide. Should you have any questions concerning personal data protection you can contact us at [poverenec@tul.cz](mailto:poverenec@tul.cz), or through the td7j9ft data box.

### **1. Why we need the data**

We collect your personal data:

- a) on the legal basis resulting from Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+ programme and the Delegation Agreement between the TUL and the European Commission for the purpose of fulfilling the role of the National Agency of Erasmus+, and on the basis of the Grant Agreement between the TUL and the organisation of the grant beneficiary;
- b) on the basis of public interest for the purpose of fulfilling the tasks set out by the founding body in the Charter of Foundation that relate to providing for international cooperation in the area of schooling, education and other areas within the jurisdiction of the MoEYS;
- c) on the basis of a legitimate interest in fulfilling the tasks related to the implementation and administration of the Erasmus+ programme.

We only collect data that are absolutely necessary.

Without the personal data provided for the purpose mentioned above we cannot:

ad a)

- provide information about the possibilities of participation in the Erasmus+ programme;
- keep records of applications for financial support as part of the Erasmus+ programme;
- arrange for assessment of applications for financial support as part of Erasmus+ programme in terms of formal and quality requirements;
- provide information about the results of the assessment of applications;
- conclude contracts;
- provide financial support for granted applications;
- provide information and support during project implementation;
- issue accounting documents;
- carry out monitoring and inspections for financial support beneficiaries;
- carry out evaluation and dissemination activities;

- implement inspections as part of the TUL internal control system;

ad b)

- provide information about what is available and enable participation in other international programmes administered by the TUL based on the Charter of Foundation;
- provide information about TUL activities and events;
- enable participation in events organised by the TUL;
- provide info materials and publications issued by the TUL;

ad c)

- work continuously on improving programme implementation;
- issue publications;
- conduct studies and analyses;
- inform the general public about good practice examples.

## **2. What data we need**

We need the following categories of personal data from you for the purposes stated under point 1:

ad a)

- address and personal identification data - particularly the name, surname, title, contact address, telephone number, email address;
- descriptive personal data - position in a company, participation in training;
- additional data in the event of obtaining financial or and other material support - bank account number (possibly IBAN, SWIFT, name and address of the account holder), names, surnames, email addresses, dates of birth, nationality and gender of participants in mobilities who obtain financial support;
- where this is relevant, data relating to completion of mobility due to force majeure, data about health condition (a copy of a medical report and a severe health disability card) if a special scholarship and support for special needs participants are concerned;

ad b)

- address and personal identification data - first name, surname, organisation, email address, telephone number; photographs documenting projects implemented and events organised by the TUL;

ad c)

- address and personal identification data - first name, surname, organisation, email address, telephone number; collection of data for the purpose of conducting analyses.

If the law requires this, we can fill in your personal data from public registers, lists, records or from third parties.

## **3. How we work with the data**

We strictly protect your personal data. Personal data are processed both manually and via electronic information systems that are subject to physical, technical and procedural inspection. For the purpose of

data protection we have security mechanisms in place entailing technical, organisational and personal measures.

Remote data processing and storage is not carried out by the TUL in its role of the data controller. All data are processed in the Czech Republic. The only exception is data entered by the data subjects directly in external databases where the TUL only operates as the data processor. In the case of the Erasmus+ programme these are IT tools and databases of the European Commission where the European Commission is the data controller.

Based on legal and/or public and/or legitimate interest of the TUL we pass on your processed personal data to the following recipients:

ad a)

- the European Commission and, possibly, National Agencies of the Erasmus+ programme;
- control and audit bodies for tasks they are authorised to carry out;

ad b)

- the Ministry of Education, Youth and Sports of the CR and other state administration bodies;

ad c)

- only generalised information presented in printed and electronic info materials issued by the TUL is provided to the public;
- only generalised information presented at the web pages administered by the TUL is provided to the public.

We will provide your first name, surname and address to an external distribution company for the purpose of delivering specialist and info leaflets, newsletters and publications only with your consent.

We will publish your first name, surname and address at websites and in TUL publications only with your consent.

In addition to the aforementioned recipients, personal data may also be obtained, in line with legal regulations, by public authorities as part of special surveys. No other third parties have access to your personal data.

#### **4. How long we store the data**

In line with internal regulations, and in line with legal regulations for some documents, we store documents containing your personal data for the period set out in the TUL data disposal plan:

- registration at events, data disposal 10 years after completion of the programme;
- applications, data disposal 10 years after completion of the programme;
- contracts, related correspondence and final reports, data disposal 10 years after completion of the programme;
- project folder including monitoring visits and records from inspections, data disposal 10 years after completion of the programme;
- accounting documents, data disposal 10 years after completion of the programme;

- web-based information, social networks, data disposal 10 years after completion of the programme;
- records, minutes, operational documents, data disposal 10 years after completion of the programme.

Following this period the documents containing your personal data, whatever the medium, will be irreversibly destroyed.

Any personal data that we keep solely on the basis of your consent to process the data will be stored until the moment you notify us of withdrawing your consent, or until the reason for their collection is no longer valid, depending what circumstance occurs earlier.

## **5. What are your rights**

Any person whose data we process can make a request for information about their personal data processing and for access to the data. If the requests of the data subject are manifestly unfounded, excessive or, most importantly, repetitive, the TUL may charge a reasonable fee for the provision of information about the personal data processing. The fee must not exceed the necessary costs of providing such information. The request may be refused on the same grounds.

If you discover or assume that the processing of personal data is in conflict with your private and personal life protection or in violation of legal regulations, or that any of your personal data processed by us are not correct or complete, you can ask for explanation and, most importantly, request that we rectify the situation - i.e. correct, reduce or erase your personal data. In specific cases of data processing on the basis of the TUL's legitimate interest you have the right to object to the processing of personal data. In such cases we cease the relevant processing activity, provided that no other lawful basis prevents us from doing so. At any time you may withdraw your consent to the processing of your personal data.

To make a request please contact us through the relevant TUL communication channels. Following the claimant's identification as required by the law, you will be informed about the processing of your request within the period prescribed by the law.

Should you wish to contact us with a query or complaint about how we processed your personal data, please use the td7j9ft data box, or do so in writing and send your letter to Technical University of Liberec, Studentská 1402/2, 460 01, Liberec 1. Your request will be forwarded to the relevant TUL staff who will cooperate with you in order to deal with the matter. If you are still of the opinion that your personal data were not treated in line with the law, you may turn to the Office for Personal Data Protection.