

Information on processing of personal data

Palacký University Olomouc, with its registered office at Křížkovského 8, CZ-779 00, Olomouc, Czech Republic (hereinafter “UP”)

processes in connection with the identification cards it issues

personal data of authorized holders of such identification cards in accordance with Regulation of the European Parliament and of the Council (EU) 2016/679 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 “ordinance”), namely as the administrator of personal data.

The information below are applied only to the processing of personal data in relation to identification cards issued by UP; this information is not applied to other means of the processing of personal data of subject categories mentioned below on which UP processes in its other activities.

This information refers to the following holders of **identification cards issued by UP**:

- 1) **students of UP** (v full-time or combined studies),
- 2) **employees of UP and people with a specific relation to UP** (particularly emeritus professors and seniors after retirement from employment),
- 3) **participants of UP lifelong studies program.**

UP processes the personal data of the identification card users in following extent: name and surname including academic degrees, residence, birth code, e-mail, telephone number, passport number, identity card number, photography, other personal data arising during the use of the identification card by its holder (data regarding use of services provided by UP).

UP declares that the personal data of identification card holder are acquired or will be acquired from the holder of the identification card in described extent, or based on the activity of the identification card holder.

UP processes personal data of the identification card holder on following basis:

- Article 6(1) (b) ordinance, i.e. processing of personal data is necessary to fulfil the contract, in which you are the contracting party, **or for the implementation of measures taken before the signing of the contract at the request of the subject of the data**, (this includes all three identification card holder categories, when these conclude the contract to borrow the respective identification card);
- Article 6(1) (c) ordinance, i.e. processing of personal data is **necessary to fulfil the legal obligations, that apply to UP as a personal data administrator** (this concerns only UP students);
- Article 6(1) (f) ordinance, i.e. processing is necessary for the purposes of the legitimate interests of UP as the personal data administrator or a third party, except instances, where the interests or fundamental rights and freedoms of the identification card holder, as a subject of the data requiring protection of the personal data, prevail over such interest; UP considers this to be such instance, because the personal data of the card holders are processed for the purposes of administration and evidence of access of card holders to premises or facilities owned or managed by UP, i.e. the purpose of allowing access to the card holders while simultaneously protecting property owned or managed by UP (this concerns all three categories of identification card holders).

The personal data of the identification card user **will be processed only for following reasons** in accordance to Article 5 and 6 of the ordinance:

- fulfilling the legal duty of UP in accordance to Section 57 of the Higher Education Act which includes the obligation to issue a student identification card (this concerns only a student's identification card),
- issuing of the ID card, administration of records of ID cards borrowers, recovery of receivables and providing of services associated with the ID card
- further processing of the photography to electronic format and its user be used to inspect and verify identity of the holder of the identification card,
- administration and evidence of card holder's access to premises or to devices owned or managed by UP.

UP will **process the personal data** of the identification card holder in **following ways**: gathering, recording, arranging, structuring, saving, adapting or altering, searching, inspecting, using, accessing via transfer, sorting or combining, limiting, deleting or destroying, always for the purposes of the processing of the personal data as mentioned above; the processing for any other use is possible only after consent of the identification card holder or for purposes stated by the ordinance.

Personal data of the holder will be processed within UP by authorized employees of UP.

Provision of personal data is voluntary (with the exception of data necessary for issuance of student identification card in accordance to Section 57 of the Higher Education Act); if the necessary personal data would not be provided, the UP would not be able to conclude the contract on borrowing of the identification card, or it would not be possible for card holder to use services, premises or devices, which require to use the identification card.

UP **does not provide** the personal data of the identification card holder to third parties **(with the exception of ISIC/ITIC cards.)**

The holder is authorized to use services provided by GTS ALIVE Inc., ID No: 26193272 (hereinafter "GTS") and their contract partners in a simplified way **in case of ISIC/ITIC card**. An administrator of personal data (hereinafter "PD") is the company GTS in order of production and administration of the ISIC ID cards. The extent of processed PD for issuance and use of the ID card (ISIC) is name, surname, date of birth, ID card validity from/to, serial number of the card, card status, card UID number (chip), student status, name of the university and type of studies. GTS is authorized to enter into a contract regarding further processing of PD with another administrator – among other companies, the Orchitech Solutions Inc., ID No.: 28246764. The period for processing of PD is 9 years from the date of issuance of the ID card (ISIC) and it is necessary to follow the rules of use mentioned at <http://www.isic.cz> during this period. GTS will make personal data of the ISIC/ITIC card holder accessible to the ISIC Global Office company with its registered office in Keizergracht 174-176, 1016DW Amsterdam, Netherlands, which is a service organisation of ISIC Association.

UP will save the personal data of the identification card holder **for the duration of the relevant relationship related to the identification cards**, for at least the duration of the liability arising from the contract to borrow the identification card.

Furthermore, UP instructs the identification card holder about their rights in accordance to Article 13 of the ordinance, or in accordance to Article 15 to 22, 34 and 77 of the ordinance as follows:

UP informs, that the position of Data Protection Officer is carried out by the chancellor of Palacký University Olomouc, Křížkovského 8, CZ-779 00 Olomouc, Czech Republic (it is possible to contact the chancellor at this address).

The identification card holder has a right, in accordance to Article 15 of the ordinance, to receive a confirmation, whether the personal data, which concern the holder of the identification card, are or are not processed, and if the data are processed, they **have the right to access these personal data** and to the related information defined in Article 15 (1) (a) – (h) of the ordinance. They have in

accordance to Article 15 of the ordinance **a right to receive a one free copy of the processed personal data.**

The identification card holder has a **right to correct** the inaccurate data, which concern them, or a **right to supplement** incomplete personal data according to Article 16 of the ordinance.

The identification card holder has a right in accordance to Article 17 of the ordinance to have their **personal data, which concern the identification card holder, deleted**, without any delay under the conditions in accordance to the Article 17 of the ordinance.

Furthermore, the identification card holder has a right to ask the UP to **restrict the processing** of the personal data under the conditions in Article 18 of the ordinance.

The identification card holder has a **right to the portability** of personal data under the conditions in accordance to the Article 20 of the ordinance.

The identification card holder has a **right to object** against the processing of personal data under the conditions in accordance to the Article 21 of the ordinance.

Further, the identification card holder has a **right not to be the subject of any decision based exclusively on automated processing**, including profiling, which has legal effects for the identification card holder, or is related to the identification card holder in any major way, in accordance to the Article 22 of the ordinance, unless it is one of the exceptions stated by the law.

The identification card holder has a **right to be informed about a violation of personal data protection** under the conditions in accordance to the Article 34 of the ordinance, if it is probable that such violation personal data protection will entail a high risk to the rights and freedoms of the natural person.

The identification card holder has a **right to file a complaint with a supervisory authority**, in accordance to the Article 77 of the ordinance, especially in the member state of their habitual residence, place of employment or a place where the alleged violation occurred, **if they believe, that the processing of their personal data violated the ordinance.**

Further information regarding the rights in the area of personal data processing can be found in Article 15 to 22 and 34 of the ordinance.