
Privacy Notice

INFORMATION ON THE PROCESSING AND PROTECTION OF PERSONAL DATA AT CHARLES UNIVERSITY IN CONNECTION WITH THE ERASMUS+ AGENDA (STUDENTS).

Preamble

In accordance 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), as amended (GDPR), Charles University informs data subjects about the conditions under which personal data are processed in connection with the Erasmus+ agenda.

Personal Data Controller

The personal data controller is Charles University, Ovocný trh 560/5, 116 36 Prague 1, ID no. 00216208, Tax ID no. CZ00216208, Databox ID: piyj9b4 (Charles University).

Charles University is a public institution of higher education, in accordance with Act no. 111/1998 Sb., on institutions of higher education, as amended. As a part of its mission, Charles University freely and independently carries out educational activities, and in relation thereto, research, development, innovative, artistic, or other creative activities, and activities associated therewith.

Charles University further develops international and especially European cooperation and supports student exchanges. The mission of the European Union programme Erasmus+ is to support education, professional training, youth, and sports, and Charles University is engaged in the Erasmus+ programme on behalf of the Czech Republic as a participating country in this programme.

Data Protection Officer

The data protection officer at Charles University is Ing. Michal Merta, LL.M., MSc., MBA., gdpr@cuni.cz, phone: +420 266 266 821. Should you have any questions or requests concerning the processing and protection of your personal data, you may contact the data protection officer.

The principles for processing personal data at Charles University

We process your personal data only in the scope necessary with respect to the specific purpose of the processing. We protect personal data in accordance with law and the principles arising from the GDPR, which are the principles of lawfulness, fairness and transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity and confidentiality, and accountability. The principles and rules for processing personal data at Charles University are governed by [Rector's Directive no. 16/2018 – The Principles and Rules for the Protection of Personal Data](#).

Purposes of personal data processing

As a part of the Erasmus+ programme, Charles University processes your personal data for the following purposes:

a. For outgoing students

- 1) Administration of matters relating to the departure and stay,
- 2) Recordkeeping of progress and study results at the receiving organization in relation to studies at Charles University,
- 3) Ensuring the safety of persons and the property of the administrator.

b. For incoming students

- 1) Administration of matters relating to the arrival and stay,
- 2) Administration of progress and study results at Charles University and issuing CU student ID cards,
- 3) Administration of accommodation at CU dormitories and food services, provided that such accommodation and food services are provided or arranged,
- 4) Ensuring the safety of persons and the property of the administrator.

Categories of persons whose personal data are processed

As a part of the Erasmus+ programme, Charles University processes the personal data of students participating in the Erasmus+ programme.

In addition, the personal data of the Erasmus+ student's designated contact person in the event of an emergency and the personal data of the contact persons at the sending and receiving organisations are processed.

Categories of processed personal data and the legal basis for processing

As a part of the Erasmus+ programme, Charles University processes the following personal data:

a. For the purpose of the processing specified in points 5 (a) 1 and 5 (b) 1 for outgoing and incoming students

1) When registering for the Erasmus+ programme

- i. Address, identification, and contact data (first name, surname, date of birth, place of birth, gender, travel document number (passport number), validity date of the travel document (passport), nationality, address (street and house number, municipality, postal code, country), e-mail address, telephone number),
- ii. Data relating to studies (faculty of the receiving organization, type of study programme, name of the study programme, academic year and semester, curriculum, sending organization, number of completed years of study, previous studies abroad, previous studies in the Erasmus+ programme, language competencies and levels, and any other similar data relating to studies),
- iii. Information about the stay and accommodation (reason for studies abroad, type of stay, accommodation needs, special needs documented by a physician's statement or a similar document),
- iv. Payment data.

2) As a part of fulfilling the Learning Agreement

- i. Identification data (first name, surname, date of birth, nationality, gender, student ID number for the Erasmus programme, signature),
- ii. Student designation in relation to the Erasmus+ programme (education level, study programme code, details about the study programme, mobility type),
- iii. Data relating to studies (semester, number of granted credits, etc.) and any other data relating to studies.

The provision of your personal data is a requirement for entering into a contract for the Erasmus+ programme. The legal basis for processing is an agreement (registration, the Learning Agreement) and performance of this agreement.

b. For the purpose of the processing specified in point 5 (a) 1 for outgoing students in relation to the Participant Grant Agreement

- i. Address, identification, and contact data (first name, surname, date of birth, permanent address, e-mail address, contact phone number),
- ii. Information relating to studies (faculty, area of study, study cycle),
- iii. Information relating to the scholarship,
- iv. Payment data,
- v. Other required information in relation to the subject matter of the agreement (documenting the impossibility of performing the agreement, etc.).

The legal basis for processing is an agreement (Participant Grant Agreement) and performance of this agreement.

c. For the purpose of the processing specified in point 5 (a) 2 for outgoing students, records of progress and study results at the receiving organization.

The legal basis for processing is fulfilling the task carried out by the administrator as the public authority (providing education).

d. For the purpose of the processing specified in point 5 (a) 3 for outgoing students, health information in relation to the protection of public health, a camera image of the person, or other information in relation to the health safety and protection of people.

The legal basis of processing is the protection of life-important interests; in the case of the camera image of the person, the authorized interest of the administrator for ensuring the safety of people and property.

e. For the purpose of the processing specified in point 5 (b) 2 for incoming students, the data set out in Article 88 of the Higher Education Act for managing the student register:

- i. First name and surname, or any other name or birth name, personal ID number, student's status and address of permanent residence, electronic mail address (if the student is provided with one), for foreign nationals also date of birth, gender, registered address in the Czech Republic, and nationality,
- ii. Data relating to studies (CU ID number, enrolment in studies, study programme and form of study, interruption of studies, termination of studies, and other similar data relating to studies) and data required for implementing special needs (e.g. modification of instruction),
- iii. Data for the CU student ID card (first name and surname, date of birth, CU ID number, validity of ID card, ID card number, and ID card bar code).

The legal basis for processing is complying with the legal obligations set out in the Higher Education Act and fulfilling the task carried out by administrator as the public authority (provision of education and especially development of European cooperation). In the case of data required for special needs, the legal basis is the student's consent.

f. For the purpose of the processing specified in point 5 (b) 3 for incoming students

- i. Address and identification data (first name, surname, address, CU ID number, date of birth, gender, e-mail address, telephone number, CU faculty, year of studies, student signature),
- ii. Data relating to accommodation and food services (date of stay, food service period, bank account number for returning overpayments, and other similar data).

The legal basis for processing is an agreement (for accommodation, for food services) and performance of this agreement.

g. For the purpose of the processing specified in point 5 (b) 4 for incoming students, health information in relation to the protection of public health, a camera image of the person, or any other information in relation to the health safety and protection of people.

The legal basis of processing is the protection of life-important interests; in the case of a camera image of the person, the authorized interest of the administrator for ensuring the safety of people and property.

Transferring personal data

As a part of the Erasmus+ programme, Charles University may transfer your personal data to:

- a. The European Commission,
- b. The receiving organization,
- c. The Ministry of Education, Youth and Sports,
- d. The Czech National Agency for International Education and Research (a public-benefit organization of the Ministry of Education, Youth and Sports, whose main objective is international cooperation in the area of education),
- e. Other processors who provide services to CU (e.g. food services, ISIC licences).

Period for storing personal data

Charles University stores your personal data only for the period necessary in relation to the specific purpose of processing the personal data and in accordance with the valid CU Archiving Procedures. The data are then destroyed or archived. In the case of mobility abroad, the personal data are stored for five years, and then they are archived. For matter relating to studies, the personal data are stored for 10 years and then archived. The personal data that we process with your consent are stored only for the period necessary in relation to the purpose for which the consent was granted.

Rights of data subjects

When we process your personal data, you have the right to:

- a. Information on processing
- b. Access the personal data
- c. Corrections and supplementation
- d. Deletion (the right to "be forgotten")
- e. Restricted processing
- f. Data portability
- g. Object
- h. Review automated decisions
- i. Lodge complaints or protection
- j. Withdraw the consent in cases where the personal data processing is based on your consent; the withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal.

Additional information about the rights of data subjects whose personal data are processed can be found in the general information on the processing and protection of personal data at Charles University, which is available [here](#).

Exercising the rights of data subjects

For exercising your rights during the processing of personal data, please contact Charles University by sending a request to its databox (databox ID: piyj9b4), by sending an e-mail to the data protection officer gdpr@cuni.cz, or by personal or electronic submission to the data protection officer via the Registrar's Office of Charles University. For more information on the manner of submission, visit the website <https://cuni.cz/UK-655.html>. Prior to processing the request, Charles University is entitled and obliged to verify the identity of the requesting party.

The right to lodge a complaint with the supervisory authority

You have the right to lodge a complaint against the processing of personal data with the supervisory authority, which is the Office for Personal Data Protection, address: Pplk. Sochora 27, 170 00 Prague 7, web: www.uouu.cz.