**Consent to the processing of personal data pursuant to European Parliament and Council Regulation (EU) 2016/979]**

1. The **University of Pardubice** is a public **higher education institution** established pursuant to Act No. 111/1998 Sb., On the Higher Education, as amended, which, as a controller, controls the personal data of the data subjects for fulfilling its mission, namely **education, research and development, artistic and other creative activities and complementary activities** under the Higher Education Act.

2. The University of Pardubice pays particular attention to **ensuring** the protection of the managed personal data **against misuse.**

3. The **Privacy Policy** to which the University of Pardubice adheres is **publicly** **accessible** at https://www.upce.cz/privacy-policy.

**Personal data**

4. The **personal data** to the processing of which the data subject gives his/her consent are:

• **identification data** (name, surname, titles, date of birth, place of birth, travel document number)

• **contact information** (place of permanent residence, address of temporary stay, telephone, e-mail)

• **electronic contact information** (login name to the IT environment of UPa, so-called NetID)

• **descriptive data** (gender, nationality)

• **work data** (job title, duration of employment)

• **other data and unstructured documents** (copies of identity cards, a copy of the insured's card, accommodation confirmation, student certificate, copies of official correspondence, information transmitted by electronic mail).

**Purpose of processing of personal data**

5. The **purpose** of processing personal data is to assist the data subject at his/her request in legal, administrative and organizational acts connected with the stay of the data subject in the Czech Republic and his/her employment relationship or study at the University of Pardubice.

**Controller of personal data and recipients of personal data**

6. The controller of personal data under this consent is the **University of Pardubice**, Studentská 95, 532 10 Pardubice, Czech Republic, https://www.upce.cz/.

7. The personal data provided within the University of Pardubice may **only** be accessed by **those employees** who are authorized to do so on the basis of **their occupational category**, no other persons shall have access to the personal data provided.

8. The personal data provided by the data subject on the basis of this consent shall not be transferred to any third party.

**Retention of personal data**

9. The University of Pardubice will only retain personal data under this consent **for the duration of the legal relationship** between the data subject and the University of Pardubice and for a **period of 5 years** after its termination for registration, statistical and archival purposes.

**Rights of the data subject**

10. You can apply the following rights at the University of Pardubice in relation to the personal data processed:

a) **the right of access to personal data** – you have the right to request the University of Pardubice to confirm whether it retains personal data and, if it does so, what is the purpose of the retention, the

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)

category of personal data concerned, who is the recipient of the personal data or which categories of recipients it concerns, information about the transfer of personal data to third countries, the period of personal data retention, the right to file a complaint with the Office for Personal Data Protection, information on the source of personal data, information on whether there is an automated processing or profiling,

b) **the right of rectification** – the right to have inaccurate personal data rectified,

c) **the right of erasure (the right to be forgotten)** – the right to have your personal data erased; though this will not apply where it is necessary for the University of Pardubice to continue to use the data for a lawful reason

d) **the right to limit the use** – can be applied in case you do not want the University of Pardubice to process personal data for other than lawful reasons, i.e. the right to object to your personal data being used for marketing or profiling

e) **the right of the portability of personal data** – where legally possible, you may require the University of Pardubice to pass on your personal information to a controller appointed by you,

f) **the right of objection and automated individual decision-making** – you may raise this objection in the event that you believe that University of Pardubice controls personal data unwarrantedly; an objection can be raised directly against automated decision making and profiling,

g) **the right to lodge a complaint with the Office for the Protection of Personal Data** – you may contact the Office for Personal Data Protection at any time with a request, suggestion or complaint, Pplk. Sochora 27, 170 00 Praha 7, website https://www.uoou.cz,

11. If you exercise any right in relation to personal data processed, we will notify you of the way we have dealt with your request **within one month** of receipt of the request. This deadline can be extended by two months, given **the complexity and the number of requests processed**.

12. If you would like to exercise your rights, please contact our Data Protection Officer by e-mail at dpo@upce.cz or via the data box of the University of Pardubice (Data Box ID: f5vj9hu). Data Protection Officer can also be contacted in written form at the postal address of University of Pardubice.

13. The exercise of rights is **free of charge**. The University of Pardubice may require a fee for processing a request only if the request is **clearly unreasonable or disproportionate** because the same request is recurring.

14. For **more details** on how to exercise the rights, go to: https://www.upce.cz/postup-pro-vyrizovani-zadosti.

**Revocation of consent**

15. The consent given by the data subject to the University of Pardubice is **voluntary** and may be **easily withdrawn**, **in whole or in part, at any time**. Revocation can be made:

• in person at Office of International Affairs and Development of the University of Pardubice,

• in a trusted form of electronic communication (the University of Pardubice reserves the right to subsequently verify the identity of the data subject),

• in paper form by delivery to the University of Pardubice - Office of International Affairs and Development, Studentská 95, 532 10 Pardubice, Czech Republic.

**Consent to the processing of personal data**

16. **Having read** this document, and in particular **having learned about the rights** I have as a data subject in relation to the data controller (points 9 to 14), I **grant** the University of Pardubice **the consent to process my personal data for the abovementioned purposes and, at the same time, declare/confirm that I have been properly advised by the controller on the processing and protection of personal data and my rights I have as a data subject.**

In Pardubice, on ……………………

Name, surname and title:

Birthdate:

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the data subject