

Information regarding personal data

Personal Data Controller:

Company: Moravian Business College (hereinafter referred to only as MVSO)

Organizational Tax Identification Number: 268 67 184

Address of Business Residence: tř. Kosmonautů 1288/1 Hodolany, 77900 Olomouc 9

Representative of the Controller: Bc. Jana Machová, E-Mail: jana.machova@mvso.cz

Valid as of this date: the First of September, Two Thousand Eighteen

Party responsible for Personal Data Protection: Ing. David Hodinář

The protection of the personal data of students, employees and other persons having any kind of relationship with Moravian Business College (hereinafter referred to only as "Controller") is one of the main priorities of our company and we are aware of the importance of the safe management of personal data. That is why we are informing you, the Data Subjects, of the following:

The controller processes personal data in accordance with and under the provisions of § No. 5, Paragraph 2 of Law No. 101/2000 of the Compendium of Laws governing the protection of personal data, as amended by more recent regulations (hereinafter referred to only as LPPD), and in accordance with and under the provisions of Article 6, paragraph 1, Letter a) of the directives of the European parliament and Council (EU) 2016/697, dated 27. 04. 2016, regarding the protection of natural, physical legal persons in connection with the processing of personal data, the free movement of these data and the annulment of the guidelines 95/46/ES (general directives regarding the protection of personal data/General Data Protection Regulation guidelines – hereinafter referred to as GDPR). This consent is granted also in alignment with and under the provisions of § 84 - § 90 of Law No. 89/2012, Compilation of Laws, of the Civil Code, as amended.

The controller processes the personal data of the Data Subjects above all for the following purposes:

- a. the provision of a college education,
- b. the running of educational courses and continuing adult education activities,
- c. scientific research and other creative activity,
- d. the management of the databases of partners of the school,
- e. the supplementary economic activity of the college,
- f. records in the study agenda system of the Controller,
- g. management of the personal data of the Data Subjects in the course of the negotiations of work contracts, including wage or salary agendas, and their fulfillment and processing.
- h. the processing of economic and accounting agendas,
- i. the negotiation of services to be provided, including those provided by suppliers, the working out of contracts within the framework thereof and the fulfillment of such contracts

- j. the Controller's PR and marketing activities,
  - k. the management of the company and cooperation with third parties within the framework of the adherence to binding rules and regulations.
1. The controller processes personal data exclusively for legal reasons and then:
    - a. only when necessary in order to fulfill duties set out in current versions of the applicable laws and legislation,
    - b. only with the consent of the Data Subject,
    - c. only when it is essential for the fulfillment of a contract concluded with the Data Subject or when carrying out the necessary process preceding the signing of the contract,
    - d. when it is in the legitimate interests of the Controller,
    - e. if the processing is essential for the protection of the vitally important interests of the Data Subject or other physical legal person,
    - f. the processing is essential for the fulfillment of tasks carried out in the public interest or in the process of the exercise of public power with which the Controller is entrusted.
  
  2. The legitimate interests of the Controller are, above all:
    - a. the provision of a college education and the running of educational courses and continuing adult education activities,
    - b. the scientific research and publishing activities of the Controller
    - c. the creation of conditions for the regular performance of work for the Controller as an employee in a job position,
    - d. the acquisition of feedback for the Controller in connection with the quality, extent and niveau of work done in the course of providing a college education,
    - e. participation of the Controller in growth-enabling grant projects,
    - f. the regular performance of the quality management system
    - g. the public presentation of the Controller and its activities,
    - h. the regular securing of the protection of property and the prevention of emergency situations in the rooms and spaces of the BEA Centre Olomouc company, in whose location the Controller has its residence.
  
  3. The Controller shares the personal data of the Data Subject with the following recipients:
    - a. members of the academic community of the Controller,
    - b. the bank in which the Controller has its account,
    - c. the Ministry of Schools, Youth and Physical Education (National Accreditation Office, the Register of Students, the Register of Associate Professors, Professor and Professors who have gained their professor title abroad or who are experts in their fields without official professorship),
    - d. further contracting partners and service providers,
    - e. project submitters and fellow project applicants,
    - f. state and self-governing organs; self-governing local organs,
    - g. the public sector.
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4. Personal data are also processed for the Controller by further companies for the purpose of performing the following:
  - a. economic and accounting agendas,
  - b. the arrangement of legal services,
  - c. IT support,
  - d. PR and marketing agendas,
  - e. the procurement of the performance of duties arising from commitments in accordance with Law No. 499/2004 of the Compendium of Laws on archiving and document record management systems as amended by later regulations

Personal data are also shared with these companies based on properly concluded contracts in which the necessary protection of your personal data is provided for by means of a technical or organizational character.

5. Personal data can be shared with countries outside of the European Union in accordance with the decision of the Commission of the European Union regarding the corresponding protections ([https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/rules-international-transfers-personal-data\\_en#international-transfers-of-personal-data](https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/rules-international-transfers-personal-data_en#international-transfers-of-personal-data)).
6. Personal data are stored in written form and also using machines, computers and computer programs.
7. Personal data are stored:
  - a. for the period necessary for the fulfillment of the purpose for which they are being processed,
  - b. until the repeal of the validity of the given consent or until the validity of the consent has expired, if an expiration date is written onto the document granting the consent,
  - c. for the period for which the contract endures,
  - d. for the period set by generally valid legal regulations and the Document Management and Destruction Rules of the Controller.
  - e. Beyond the above-mentioned time limits, personal data can then be stored by the Controller for the period essential for their usage in the case of a possible legal dispute.
8. At the address of the Controller, a camera system is installed, which monitors all public spaces and the surfaces of the buildings. The camera system was installed for the purpose of securing operational safety and the protection of property as well as the securing of the safe movement of third persons.

The monitored spaces are visibly marked with informational signs about the operator of the camera system. Recordings made by the camera system are kept for seven days by the operator of the camera system, the BEA Centre Olomouc company, limited. A limited number of selected persons have access to the camera system.

9. The Data Subject has a right to:
  - a. access to their own personal data,
  - b. the correction, deletion or limitation of the processing of their own personal data,
  - c. to be provided with information as to which of their personal data is being processed and in which way,
  - d. an explanation regarding the processing of their personal data,
  - e. the bringing of objections against the processing of their personal data
  - f. the portability of the data,
  - g. repeal their consent at any time by sending a written request by post to the adress of the residence of the Controller,
  - h. submission of complaints with the Office for the Protection of Personal Data if they feel that the Controller in the processing of their personal data is proceeding in conflict with GDPR directives.
  
10. that no automatized decision-making takes place in the course of the processing of their data, including profiling in accordance with Article 22 of the GDPR directives.
  
11. The Data Subject can turn to, in pursuing any of the above-mentioned matters, the Controller and the above-named representative of the Controller, including by using the email address: [mvso@mvso.cz](mailto:mvso@mvso.cz).
  
12. The Data Subject has the right to invoke their rights at no cost to the Data Subject. If, however, the request of the Data Subject is obviously groundless or too extreme, the Controller may demand that a fine be paid in the amount of the administrative costs caused by the release of the requested information or the request of the Data Subject may be denied.