

PRIVACY NOTICE

International Office of Philosophical Faculty UHK (“**International Office**”, “**we**”, “**us**”, or “**our**”) is strongly committed to protecting the privacy and security of your personal data in accordance with all relevant legislation especially Directive No. 95/46/EC (“**General Data Protection Regulation**”, “**GDPR**”) and Law No. 110/2019 Coll., on the processing of personal data (“**PPD**”).

This Privacy Notice aims to give you information on how **International Office** collects and processes your personal data during the use of services provided by us.

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. We process your personal data only to the necessary extent and for the stated purpose. If you have given us a consent to do so, we use your personal data for purposes stated in such consent.

When collecting and using personal data, our policy is **to be transparent** about why and how we process personal data. To find out more about our specific processing activities, please go to the **relevant sections** of this notice. Please note that we may **update** this notice at any time.

This Privacy Notice is intended for **incoming participants or applicants for Erasmus +, Erasmus +: International Credit Mobility (non-European countries) and Non-European Exchange** and programs and is submitted when enrolling in the programs and is permanently accessible **in electronic form** at <https://www.uhk.cz/en/philosophical-faculty/exchanges/practical-information> or in **physical form** at the **International Office**.

For **general information** on the processing of personal data within the UHK and information about **your rights** in relation to their processing, please visit <https://www.uhk.cz/en/privacy-policy>

1. WHO IS DATA CONTROLLER

A **controller** is the one who determines the purposes and means of the processing of personal data. The controller of your personal data is **University of Hradec Králové**, Rokitanského 62/26, 500 03 Hradec Králové (“**UHK**”), International Office of Philosophical Faculty. Our e-mail is ff.internationaloffice@uhk.cz.

To protect personal data, UHK has appointed a **Data Protection Officer** who, among other things, ensures that all processing of personal data at UHK is conducted in a proper and lawful manner.



The e-mail of the Data Protection Officer is gdpr@uhk.cz, and the phone number of the Data Protection Officer is + 420 493 332 534.

2. WHAT KINDS OF PERSONAL DATA DO WE USE?

Within the **programs**, we process the following **categories** of personal data to the extent necessary for the **following purposes**:

- i) **Identity Data:** first name and family name, sex, nationality, date of birth and place of birth, nationality, number of passport;
- ii) **Contact Data:** current and permanent residence, e-mail, phone number, emergency contact;
- iii) **Health data:** data on whether you have some diseases or disabilities;
- iv) **Home Institution Data:** data on what your home institution is, its name, full address, faculty, department, name of coordinator, his or her e-mail and phone number, area of study at home university, field of specialization, current type and year of study, data about your study and your nomination;
- v) **Host University Data:** data on what your host university name is, our name, faculty, country, coordinator, his or her e-mail and phone number, data on your study period and duration of study, interest in summer school/Czech Language and Culture Course, area of study, interest in application for a place in student's dormitory;

3. FOR WHICH PURPOSES WE PROCESS PERSONAL DATA

We will only use your personal data **without your consent** when the law allows us to do so. We will use your personal data in the following circumstances:

- i) **Performance of a contract and compliance with legal obligations:** Although you do not sign any written agreement with us, a **contractual relationship** between us arises **by enrolling** in the study program. The subject of this contractual relationship is to properly provide you with study at UHK.

In order to be able to properly **provide you with study** in the programs, we must first identify you. For this purpose, we mainly process **Identity Data**.

We also process the **Identity Data** to comply with legal obligation to which UHK is subject, such as the obligations stated us by Law No. 111/1998 Coll., the Higher Education Act, and Law No. 326/1999 Coll., Act on the Residence of Foreign Nationals in the Czech Republic.



In order to be able to **contact you on matters of study in the programs**, we process some of **Identity Data** (first name and family name) and **Contact Data** (with exception of emergency contact). The emergency contact is to contact to the close person of you for sudden emergency cases.

In order to know what **specific services** we have to provide you with in the program, whether you are still studying in the program or not and to organize lesson for you, we need to process alongside **the Identity Data** (first name and name) the **Home Institution Data** and **the Host University Data**;

- ii) **To protect your vital interests:** To protect your vital interests, mainly your health and life, we process the emergency contact of close person of you for sudden emergency cases. In such case **we suppose that you have informed** this person about the processing and **if not, we politely ask you to do so.**
- iii) **Processing is necessary for reasons of public interest in the area of public health:** As protection against **serious cross-border threats** to health we may process data on whether you have some diseases or disabilities.

4. HOW LONG WE KEEP YOUR PERSONAL DATA FOR

We retain your personal data **for as long as necessary** to fulfil the purposes we collected it for.

We process personal data for the duration of the program. After the end of the program, we keep your file for **3 years**, then we forward it to the archive and after next 10 years the file is shredded.

5. ARE YOU OBLIGED TO PROVIDE THE DATA

Provision of data to us from you is **statutory requirement or requirement necessary** to enter into a **contractual relationship**. You are **obliged** to provide us the personal data and if you fail to provide it, we won't be able to properly provide you with studies at UHK.

6. WHAT ARE THE SOURCES OF PERSONAL DATA

Part of your personal data is obtained **from you by filling in an application and enclosed forms**. These include, in particular, **Identity, Contact, Health and Home Institution Data**.

Some of your personal data may also be **generated directly by us**, in particular some Host University Data.



7. WHO WE MAY SHARE THE PERSONAL DATA WITH

We process your personal data fundamentally **on our own**. If we authorize someone else to provide us with some activities which form part of our services, **we may share the relevant personal data** to them. Such authorized persons become the **personal data processor**.

Personal data held by us may be transferred to **third party organizations** that provide us applications/functionality, data processing or IT services, tax advisers, auditors and other professional advisers or statutory and regulatory bodies and law enforcement authorities.

We have taken steps to ensure all personal data is provided with **adequate protection** and that all transfers of personal data outside the EU **are done lawfully**. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an **agreement which covers the EU requirements for the transfer of personal data outside the EU**, such as the European Commission approved standard contractual clauses.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. This privacy notice supplements the other notices and is not intended to override them.

If you have any questions about this privacy notice or how we handle your personal data, please contact us at e-mail ff.internationaloffice@uhk.cz.

In addition, our Data Protection Officer is also available at gdpr@uhk.cz, and the phone number of the Data Protection Officer is + 420 493 332 534.

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