

Privacy Notice

Palacký University Olomouc, having its registered office at Křížkovského 8, Olomouc, Czech Republic, Postcode: CZ-771 00 (hereinafter referred to as “UP”),

process, in relation to the identification cards issued by UP,

personal data of the lawful holders of such ID Cards under Regulation (EU) 2016/679 of the European Parliament and of the Council 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 “GDPR”), essentially in its capacity as the **Data Controller**.

The information below only applies to **personal data processing in relation to ID Cards issued by UP**; accordingly, the information does not apply to other situations involving processing of the personal data of the data subjects listed below as part of other activities carried out by UP.

I.

The information applies to the following categories of **UP ID Cardholders**:

- 1) **UP students** (full time or part time), or students of other universities on short-term exchange stays at UP (internships, study stays, exchange programmes etc.),
- 2) **UP employees and persons having a special relation to UP** (including, without limitation, professors emeriti and retired employees);
- 3) **participants in lifelong learning programmes at UP.**

UP processes the following categories of your personal data: first name and surname plus academic degrees, address, personal identification number, e-mail, phone number, passport number, identification card number, other data generated through issuing and using the card (serial number, type of card, condition of the card, validity, type of chip, data on the use of the services provided by UP).

UP represents that it has obtained or will obtain such personal data directly from you or through your activity.

The legal bases for processing your personal data by UP include:

- Article 6(1)(b) of the GDPR, i.e. processing is **necessary for the performance of a contract** to which you are a party **or in order to take steps at your request prior to entering into a contract** (this applies to all categories of cardholders under the respective ID Card Agreement);
- Article 6(1)(c) of the GDPR, i.e. processing is **necessary for compliance with a legal obligation to which UP as the controller is subject** (this usually applies to UP students);
- Article 6(1)(f) of the GDPR, i.e. processing is necessary **for the purposes of the legitimate interests of UP as the controller or a third party**, except where such interests are overridden by your interests or fundamental rights and freedoms which require personal data protection; UP believes that this lawful basis is relevant since UP processes your personal data to administer and record your access to the premises and facilities owned or administered by UP, i.e. to make the access possible for you while protecting the property owned or administered by UP (this applies to all categories of cardholders).

In accordance with Articles 5 and 6 of the GDPR, your personal data **are processed only for the following purposes**:

- compliance with a legal obligation under Section 57 of the Higher Education Act requiring UP to issue a student identification card (this only applies to student ID cards);
- creating ID cards, keeping records of cardholders, enforcing any debts and providing services related to the identification cards;
- further processing of the photo into a digital form and making it available to check the identity of the cardholder;

- administering and recording access of the cardholders to the premises and facilities owned or administered by UP.

Your data may be processed for other purposes only subject to your consent or in accordance with the GDPR.

Your personal data will be collected and processed by authorized employees of UP.

You provide the personal data on a voluntary basis (this does not apply to the data necessary to issue a student identity card under Section 57 of the Higher Education Act); if you refuse to provide your personal data, it will not be possible to execute the ID Card Agreement or you will not be able to use the services, or premises and facilities whose use requires the ID Card.

UP will retain your personal data as long as the **respective ground for issuing the ID Card exists**; the minimum retention period is coterminous the term of the ID Card Agreement.

II.

UP **will not transfer** your personal data to **third parties (this does not apply to ISIC/ITIC cards)**.

If an ISIC or ITIC Card is issued, you may take advantage of a simplified way of using the services offered by GTS ALIVE s.r.o., ID No.: 26193272 (hereinafter “**GTS**”) and its partners.

In terms of issuing the ISIC/ITIC card and administering the rights attached to it as well as the use of the services related to the ISIC/ITIC card, GTS acts as the Controller of personal data and UP acts as the Processor. The contact details of the GTS Data Protection Office are available in the Privacy Policy accessible on <https://www.isic.cz>.

Purpose of processing and lawful basis: performance of contract to issue the ISIC/ITIC card, keeping records of the cardholders, verification and audit (verification of the cardholder’s status) availability of discounts/benefits and verification of the eligibility for such discounts/benefits with a GTS partner (including public transport) and sending information related to the validity of the ISIC/ITIC card and its use. Processing is necessary to issue the ISIC/ITIC card and make it usable.

Data categories and retention period:

The personal data processed for the purpose of issuing and using the ISIC/ITIC card (a plastic card, a digital card and a user account) include first name, surname, date of birth, cardholder’s photo and e-mail, validity from-to, card series number, type, form and condition of card, type and number of the RFID chip, university name; in the case of ISIC cards, such personal data also include student status, form of study, graduate status, and, optionally, the student’s sex and preferred language of communication.

Your personal data will be processed for 9 years after the ISIC/ITIC card has been issued; during the period, the rules defined by Card User Instructions available in the Documents section at <http://www.isic.cz> must be complied with.

Personal data transfers: To enable you to use the ISIC/ITIC card, your personal data will be provided by UP to GTS that issues the ISIC/ITIC cards and arranges the benefits. You acknowledge the information about personal data processing in the Privacy Policy.

Recipients of personal data: ISIC Association and other processors (including those outside EU) under the Privacy Policy.

Legitimate interests of GTS: once you stop using the ISIC/ITIC card, GTS will retain some personal data in case of an inspection of a regulatory authority or your complaint as foreseen by the Privacy Policy.

Your rights and how to exercise them: you provide the personal data on a voluntary basis, the ISIC/ITIC card may be disabled at any time in compliance with the Privacy Policy. Each cardholder has the right to access, rectification, erasure, restriction of processing, right to lodge an objection against processing

and right to data portability (explained in detail in the Privacy Policy) as well as the right to file a complaint with the Office for Personal Data Protection). Consumer rights are explained in the User Instructions.

III. Please be advised of your rights under Article 13 of the GDPR, or as the case may be, under Articles 15-22, 34 and 77 of the GDPR:

Please note that the Head of the Rector's Office of Palacký University Olomouc, Křížkovského 8, 779 00 Olomouc acts as the **UP protection officer** (this address may be used to contact the Data Protection Officer).

Under Article 15 of the GDPR, you may obtain from UP confirmation as to whether or not your personal data are being processed, and, where that is the case, you **may obtain access to the personal data and the related information** defined in Article 15(1)(a)-(h) of the GDPR. You may be provided with one free copy of the processed personal data provided that the requirements of Article 15 of the GDPR are met.

Under Article 16 of the GDPR you may **obtain rectification** of your inaccurate personal data, or **have incomplete personal data completed**.

Under Article 17 of the GDPR, you may obtain from UP the **erasure of your personal data without undue delay in compliance with Article 17**.

Under conditions stipulated in Article 18 of the GDPR, you may request that UP **restrict the processing** of personal data.

Under conditions stipulated in Article 20 of the GDPR, you have the **right to data portability**.

Under conditions stipulated in Article 21 of the GDPR, you **may object** to processing of your personal data.

Under Article 22 of the GDPR, you have the **right not to be subject to a decision based solely on automated processing**, including profiling, which produces legal effects for you or has a significant impact on you, unless such a decision falls under one of the statutory exceptions.

Under the conditions stipulated in Article 34 of the GDPR, you **are entitled to be informed of a personal data breach** provided that such a breach is likely to result in a high risk to the rights and freedoms of natural persons.

Under Article 77 of the GDPR you may **lodge a complaint with a supervisory authority**, in particular in the Member State of your habitual residence, place of work or place of the alleged infringement if you **consider that the processing of personal data relating to you infringes the GDPR**.

For further information on your rights in relation to personal data processing, please consult Articles 15-22 and Article 34 of the GDPR.