

In accordance with Section 17(1a) of Act No. 111/1998 Coll., on Higher Education Institutions and on the Modification and Amendments to Other Acts (the Higher Education Act), as amended and in accordance with Art. 5 of the Statute of the Academy of Arts, Architecture and Design in Prague of the 1st September 2017 and after debating it in the Academic Senate of the Academy of Arts, Architecture and Design in Prague, the Rector has issued the following directive:

Processing of Personal Data of Students, Applicants for Study, Employees and Other

Rector's Directive 3/2018
of 11th May 2015

Article 1 Introductory Provisions

1. This Directive regulates the technical and organisational measures to ensure the protection of personal data by the Academy of Arts, Architecture and Design in Prague (hereinafter as University), the duties of the employees in the field of personal data protection and the principles necessary to ensure the correct handling of personal data and special categories of personal data, their processing and transfer.
2. For the purposes of this Directive:
 - a) "personal data" denotes any information about an identified or identifiable natural person;
 - b) "special category of personal data" denotes personal data related to racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership and genetic data, biometric data processed for the sole purpose of identifying a natural person and health or safety data or data on the sexual life or sexual orientation of a natural person and personal data related to convictions in criminal matters and offenses;

- c) "processing of personal data" denotes any operation or a set of operations involving personal data or personal data files, whether or not by means of automated procedures, in particular their collection, recording, sorting, structuring, storage, adaptation or modification, search, inspection, use, disclosure by transfer, dissemination or any other disclosure, sorting or combining, restriction, erasure or destruction;
 - d) "data subject" – denotes an identified or identifiable natural person;
 - e) "recipient" – denotes any entity (natural or legal person) to whom personal data are provided, whether it be a third party (not a data subject, an administrator, a processor or a person directly subject to the administrator or processor) or not;
 - f) "processor" - denotes a natural or legal person, a public authority, an agency or other entity which processes personal data for the administrator (a processor being e.g. a person providing marketing activities, processing a wage accounting agenda, etc.) The contract with the processor must be in written form and must meet all the specific requirements laid down by the legislation;
3. The University processes the personal data of
- a) University students,
 - b) applicants for University studies,
 - c) persons in an employment relationship with the University (hereinafter as "Employees") or applicants for entering into such a relationship,
 - d) candidates for Associate Professor or Professor appointment,
 - e) readers of the University Library and
 - f) other persons in a relationship with the University or using the services of the University
4. In accordance with Section 3 the personal data shall be processed in accordance with Act no. 101/2000 Coll., on the Protection of Personal Data and on Amendments to Certain Acts as amended and in accordance with Regulation (EU) No 2016 / 679 of 27th April 2016 (hereinafter as "GDPR") and on the basis of Act No. 111/1998 Coll., on Higher Education, as amended (hereinafter as "Act"), Act No. 262/2006 Coll., Labour Code, as amended, (hereinafter as "Labour Code"), Act No. 586/1992 Coll., on Income Taxes, as amended (hereinafter the "Income Tax Act"), Act No. 155/1995 Coll. on Pension Insurance as amended (hereinafter as "Pension Insurance Act"), Act No. 187/ 2006 Coll., on Sickness Insurance, as amended (hereinafter as "Sickness Insurance Act") and Act No. 582 / 1991 Coll., On the Organisation and Implementation of Social Security, as amended (hereinafter as "Social Security Organisation Act").

Article 2

Principles of Personal Data Processing

1. The University only processes the data referred to in Article 1 (3). The legal basis for the processing and purpose of the processing of personal data shall be determined by the University for each processing.
2. The University processes personal data in a correct, legal and transparent manner.
3. Personal data shall be kept by the University only for such period as is necessary for the purpose of its processing.

4. The University processes personal data only for certain, explicitly expressed and legitimate purposes.
5. The University only processes personal data which correspond to the given purpose and scope of processing and which are adequate and necessary for that purpose. The University processes personal data in a form allowing the identification of the data subject only for the time necessary for the given purpose.
6. The University only processes true and accurate personal data, and takes care to update it.
7. The University processes personal data in a manner that ensures that they are properly secured against unauthorised or unlawful processing and against accidental loss, destruction, or damage. Access to personal data is only available to Employees of the University to the extent necessary for the performance of their duties and to persons bound by confidentiality if the access to personal data is necessary for the fulfilment of legal or contractual obligations. The university takes organisational and technical measures to prevent unauthorised access to, or misuse of, the data collected. All university premises are protected by central electronic security devices and security guards.
8. The University obtains personal data in most cases from data subjects whom it duly informs about the circumstances of the personal data processing, provides them with additional mandatory information and at their request provides them with information on the processing of their personal data. In most cases, the University provides data subjects with information in electronic form, on its website to make this information easily accessible to data subjects and enable the information to be easily updated if necessary.
9. The University processes personal data at its headquarters and also at the address: Na Výšinách 2, Prague 7.
10. The University does not transfer personal data abroad.

Article 3

Obligations of Employees during Data Processing

1. The staff of the University shall be bound by all the obligations laid down by this Directive, in particular:
 - a) to process personal data only in the context of their work duties;
 - b) to maintain confidentiality of personal data;
 - c) not to disseminate, copy or misuse the data;
 - d) to take care of the accuracy of the data processed, report changes of their personal data;
 - e) to use personal data only in accordance with applicable law;
 - f) to notify the person responsible for the processing of personal data of any breach of personal data protection without delay.
2. Employees must fully cooperate in ensuring protection of personal data, inform their superior of the facts they have identified and which may endanger the protection of personal data and, if necessary, take urgent measures to prevent unauthorised use of personal data.
3. Upon request by the University, Employees are obliged to take part in personal data protection training in the form of personal attendance or in electronic form.
4. The University has appointed a person responsible for the processing of personal data, in particular to ensure that this Directive is being complied with and updated on a regular basis, in particular in case of extending the categories of data processed, the purpose for which they are

processed or any other changes. Employees can raise their suggestions with the person in charge of processing their personal information. The person responsible for the processing of personal data is also responsible for reporting violations of personal data security to the supervisory authority and for reporting breaches of personal data security to data subjects.

Part I
Student Personal Data

Article 4
Student Personal Data

1. Student personal data are processed within the University information system.

Article 5
Scope of the Registered Personal Data

1. The scope and structure of the personal data to be registered is established, in particular, by the Act requiring universities to maintain a register of students and corresponds to the structure of the data record defined in connection with the student register administration by the Ministry of Education, Youth and Sports of the Czech Republic (hereinafter "Ministry" under this Act). The student register contains data on individual university students enrolled in a BA, MA or PhD degree programmes. A newly admitted student is entered into the register after he/she enrolls in the relevant degree programme.

2. In the information system, in accordance with the Act and with the structure of the data record defined by the Ministry, the following data must be recorded about the student's person:

- a) surname and first name (all current surnames and names, if there are more),
- b) previous names and surnames, if the change occurred during the course of study,
- c) maiden name,
- d) titles in front of the name, titles behind the name,
- e) personal identification number, or the foreigner's identification code for the student register kept by the Ministry,
- f) date of birth (automatically derived from the personal identification number);
- g) sex (automatically derived from the personal identification number);
- h) place and country of birth,
- i) citizenship and citizenship qualifier (citizen, refugee, etc.)
- j) marital status,
- k) indication whether the person has permanent residence in the Czech Republic,
- l) address of permanent residence and its changes during the course of study,
- m) address of residence in the Czech Republic (for persons not having permanent residence in the Czech Republic) and its changes during the course of study,
- n) document delivery address,
- o) Student ID Card details: AAAD Student ID Card number (contained in the barcode on the card), date of acceptance of the Student ID Card, current status of the card and date of last change of this status.

- p) completed education,
 - q) information about secondary school:
 - i) “IZO”(organisation identification number) of secondary school
 - ii) “KKOV” (classification of educational programme types) of secondary school,
 - iii) the country of the secondary school,
 - iv) the year of the School Leaving Exam,
 - r) details of prior study at university level:
 - i) name of the university and faculty,
 - ii) degree programme and field(s) of study,
 - iii) year of commencement / completion of studies,
 - iv) the degree awarded,
 - v) country of the university.
3. The information system must also register the following data allocated to each student by the University:
- a) the person’s number assigned by the University – generated by the central personnel application and cannot be changed,
 - b) e-mail address assigned by the University.
 - c) university login.
4. If a student applies for a scholarship, dormitory accommodation or registry of recognition of parenthood period, the following information on the student’s person is recorded in the information system as well:
- a) bank details (data necessary for domestic or international payment transactions),
 - b) data related to the registration of the student's recognised parenthood period in accordance with the Rector's Decree No. 14/2013 (based on application submitted by the student);
 - c) information confirming the student’s scholarship eligibility (based on application submitted by the student).
5. The information system may, on a non-mandatory basis, with the consent of the student, register the following information on student’s person as well:
- a) private telephone number (mobile network, landline),
 - b) private e-mail address,
 - c) address of student's private web site (URL),
 - d) photographs – generally corresponding to the photograph on the Student ID Card.
6. Each university student is registered only once into the information system.
7. Student logged into the system may set or change the values of the data recorded on his person in accordance with Sections 2 (n), 4 (a) and 5 (a-c).

Article 6

Data Disclosure

1. On the University website, the student can manage the settings concerning what data on his/her person an anonymous user can search for.
2. If the search on a student is allowed, the data displayed are limited to the following:
 - a) name and surname (names and surnames)
 - b) titles in front of the name, titles behind the name,
 - c) degree programme and field of study

- d) year of study
- e) in case of completed studies the academic year of completion.

Part II

Personal Data of Applicants

Article 7

Applicant Personal Data

1. Applicant personal data are processed within the University information system both for the purpose of the admission procedure and in the extent necessary for further purposes for relevant persons who have not acquired the status of a student.
2. After the admission procedure is completed, all applications for study in the given admission procedure are anonymised and backed up for statistical purposes.
3. If a person is a student and an applicant for study simultaneously, their data in the system is registered only once, and each change in this data is reflected in both agendas.

Article 8

Scope of the Registered Personal Data

1. The scope and structure of the personal data to be registered is established, in particular, by the Act, measures of general nature issued by the Ministry of Education, Youth and Sports of the Czech Republic, implementing decrees to the Act on the State Statistical Service¹ and the conditions of the admission procedure.
2. The following data on the applicant's person must be registered into the information system in accordance with the Act, measures of general nature issued by the Ministry and implementing decrees for the Act on the State Statistical Service:
 - a) name and surname (or all current names and surnames),
 - b) maiden name,
 - c) titles in front of the name, titles behind the name,
 - d) personal identification number, or the foreigner's identification code,
 - e) date of birth (automatically derived from the personal identification number);
 - f) sex (automatically derived from the personal identification number);
 - g) place and country of birth,
 - h) citizenship and citizenship qualifier (citizen, refugee, etc.)
 - i) indication whether the person has permanent residence in the Czech Republic,
 - j) address of permanent residence
 - k) address of residence in the Czech Republic (for persons not possessing permanent residence in the Czech Republic),
 - l) document delivery address – this address is only used within the admission procedure, is entered individually with each application for study and can, therefore, differ in individual applications for study; it is not accessible from the information system applications and modules not connected with the admission procedure,
 - m) completed education

¹ In particular Decree No. 239/2014 Coll, as amended.

- n) information about secondary school:
 - i) “IZO”(organisation identification number) of secondary school
 - ii) “KKOV” (Classification of Educational Programme Types) of secondary school,
 - iii) country of the secondary school,
 - iv) the year of the School Leaving Exam,
 - (o) details of prior study at university level:
 - i) name of the university and faculty,
 - ii) degree programme and field(s) of study,
 - iii) year of commencement / completion of studies,
 - iv) expected date of completion of studies
 - v) degree awarded,
 - vi) country of the university.
3. The information system must also register the following data allocated to each student by the University:
- a) applicant number.
4. The information system may, on a non-mandatory basis, with the consent of the applicant, and in connection with the conditions of the admission procedure for the given degree programme or field of study and with the applicants’ request for a bonus within the admission procedure, register the following information on the applicant’s person:
- a) secondary school grades in relevant subjects,
 - b) the average of study results in each grade of the secondary school and the average of the School Leaving Exam results,
 - c) employer’s confirmation of the course of employment – confirmation of the length of work experience,
 - d) evidence of the applicant's interest in relation to the field chosen,
 - e) CV,
 - f) other annexes to the application (e.g. certification of completed university education, proof of work experience, proof of language tests, letters of recommendation, cover letter, medical certificate, etc.)
 - g) request for health restrictions to be taken into account, data on the health restrictions and possibly a health note (by submitting the request, the applicant at the same time consents to the processing of such data).
5. The information system may, on a non-mandatory basis, with the consent of the applicant, register the following information:
- a) the identity card number of an EU / EEA citizen identity card or passport number,
 - b) telephone number (mobile network, landline),
 - c) e-mail address.

Article 9

Data Disclosure

Applicant data is not disclosed; an anonymous user is not allowed to search for study applicants.

Personal Data of Employees and Applicants for Employment

Article 10

Employee Personal Data

Employee personal data are processed within the University information system. Management personnel may come in contact with the employee personal data, yet only to the extent necessary to perform job tasks resulting from the work position of the management personnel.

Article 11

Scope of the Registered Personal Data

1. The scope and structure of the personal data to be registered is established by, in particular, the Labour Code and related acts, in particular the Income Tax Act, the Sickness Insurance Act and the Social Security Organisation Act.
2. In accordance with the Labour Code the information system must register the following information on the person of an employee:
 - a) name and surname (or all current names and surnames),
 - b) titles in front of the name, titles behind the name
 - c) personal identification number,
 - d) date of birth (automatically derived from the personal identification number),
 - e) sex (automatically derived from the personal identification number),
 - f) citizenship,
 - g) address of permanent residence and any changes to it over the term of the employment relationship,
 - h) address of residence in the Czech Republic (for persons not possessing permanent residence in the Czech Republic) and any changes to over the term of the employment relationship
 - i) document delivery address
 - j) for foreign nationals, the residence permit number and details of its validity,
 - k) for foreign nationals, the work permit number and details of its validity.
3. In accordance with the Income Tax Act the information system must register the following information on the person of an employee:
 - a) former first names and surnames
 - b) maiden name
 - c) the identity card number or an EU / EEA citizen identity card or passport number,
 - d) for foreign nationals, the tax identification number and the tax bearer identification number abroad, unless they are tax residents in the Czech Republic,
 - e) information on family members (for income tax relief, statutory deductions from salary or for the purpose of maternity and parental leave record and personal data relating thereto, such as name and surname, relationship with the employee and personal identification number, and, where justified, additional information in accordance with the Income Tax Act and related legislation).
4. In accordance with the Sickness Insurance Act, the information system must also register the following data on the employee's person:
 - a) place and country of birth,

- b) for foreign nationals without an allocated birth number, the foreigner's identification code allocated by the Czech Social security Administration and Personal Insurance Number allocated by a health insurance company
 - c) health insurance company,
 - d) for foreign nationals, the name and address of the bearer and the identifier of the foreign health insurance, if it is paid outside the Czech Republic.
5. In accordance with the Social Security Organisation Act and the Pension Insurance Act the information system must also register the following data on the person of an employee:
- a) marital status,
 - b) data on entitlement to pension,
 - c) data on the "address for pension insurance registration sheets" (hereinafter as "ELDP"); for permanent residents outside the Czech Republic, the address of the place of residence in the Czech Republic is recorded for ELDP purposes,
 - d) indicator of lowered retirement age,
 - e) for foreign nationals, the name and address of the bearer and the identifier of the foreign/non-resident social insurance, if it is paid outside the Czech Republic.
6. The information system must also register the following data allocated to each employee by the University:
- a) the personal number assigned by the University – generated by the central personnel application and cannot be changed,
 - b) University login – data generated by the Central Authentication Service of the University,
 - c) e-mail address assigned by the University,
 - d) the employee's AAAD employee ID card (contained in the bar code on the card), the date of acceptance of the card, the current status of the card and the date of the last change of the status.
7. In connection with the administration of the register of associate professors and professors in accordance with Section 87 j) of the Act, the information system must also register the data on the employees' highest completed education, i.e. the field and level of education, the school, date of graduation and the degree awarded.
8. The information system may, on a non-mandatory basis, with the consent of the employee, also register the following information:
- a) private telephone number (mobile network, landline),
 - b) private e-mail address,
 - c) bank details (data necessary for domestic or international payment transactions);
 - d) the indication of data on health restrictions and a possible health note,
9. Furthermore, the information system must register work contact details (telephone number, mobile phone number, e-mail address) of the employee.
10. The data referred to in Section 8 may be only changed in the system by the Personnel Department; however, this may only be done at the employee's request.

Article 12

Data Disclosure

1. Via its website, the University publishes outputs from the university information systems containing the following data on employees and basic data on their employment relations:

- a) first name, surname and titles,
 - b) workplace, that is, the organisational component or components of the University where their work is carried out,
 - c) job title (professor, associate professor, lecturer, assistant, instructor, etc.)
 - d) work position at the workplace and specialisation,
 - e) work e-mail address,
2. The data referred to in Section 1 must be made public for employees with a currently valid employment contract. For employees working under a Work Agreement, this data is disclosed unless the employee's superior decides otherwise. For employees working under an Agreement to Perform Work, employee data and his/her employment relationship are not disclosed.
3. Employees may electronically authorise the disclosure of other data recorded in the information system.

Article 13

Personal Data of University Employment Applicants

The personal data of job applicants shall be accessible to personnel and employees participating in the selection procedure. Personal data of job applicants may also be stored only with their consent, unless the processing is necessary to protect the legitimate interests of the University (in particular the protection of the rights of the University in judicial or similar proceedings).

Part IV.

Personal Data of the Applicants for the Appointment of Associate Professor and Professor

Article 14

Personal Data of the Applicants for the Appointment of Associate Professor and Professor

1. Personal data of applicants for the appointment of Associate Professor and Professor are processed in text format in accordance with the Act.
2. In accordance with the Act the following data is recorded in the text document on applicant's person for the appointment of Associate Professor and Professor:
 - a) first name and surname (all current surnames and names, if there are more),
 - b) maiden name,
 - c) titles in front of the name, titles behind the name,
 - d) personal identification number,
 - e) date of birth,
 - f) sex,
 - g) place and country of birth,
 - h) citizenship,
 - i) address of permanent residence and its changes during the course of the "venium docendi" (habilitation) or appointment procedure,
 - j) address of residence in the Czech Republic (for persons not possessing permanent residence in the Czech Republic) and its changes during the course of the "venium docendi" (habilitation) or appointment procedure,
 - k) document delivery address,

- l) data and documentation of the highest completed education and relevant degrees awarded
 - m) employer data
 - n) CV
 - o) data on the applicant's previous teaching experience and documentation thereof,
 - p) list of the applicant's scholarly, expert or artistic works,
 - q) survey of realised scholarly, expert or artistic existing documentation confirming the applicant's scholarly or artistic qualifications,
 - r) in cases of applicants for Associate Professor appointment, the applicant's dissertation.
3. The University transmits information on on-going "venium docendi" (habilitation) procedures or professor appointment procedures to the Ministry in the extent given by Section 75 (3) of the Act.

Part V

Personal Data of Library Members and Other Persons Associated with the University or Using its Services

Article 15

Processing of Personal Data

1. Processing of personal data of the University library members is ruled by the AAAD Library Code regulation effective since 1.12.2015. The library members database is directly connected with the student and employees databases.
2. Visitors sign only their names into the visitors' book at the reception desk.

Article 16

Camera System

1. The University operates a camera system; its purpose being to secure the building and to survey people entering university premises.
2. The data is stored within a time loop depending on the intensity of the movement of persons.
3. Cameras are installed only in the areas of public corridors and internal entrance to the building.
4. The protection of sensing devices, transmission paths and data carriers where records are stored, against unauthorised or inadvertent access, alteration, destruction or loss or other unauthorised processing is ensured in accordance with Section 13 of Act No. 101/2000 Coll. and in accordance with Articles 25 and 32 of the GDPR.
5. The data subject is informed about the use of the camera system by a sign on the University entrance door and detailed information on the University website.

Part VI.

Common, Transitional and Final Provisions

Article 17

Common, Transitional and Final Provisions

1. Personal data other than those mentioned in the previous provisions may be processed in the University's information system if their processing is imposed by a binding legal regulation.
2. Upon expiration of the period necessary for the legitimate retention of personal data, the University shall erase or discard them. Saving and discarding personal data is ruled by the Q_3 AAAD Filing and Discarding Code directive.

In Prague, date:

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Academy of Arts, Architecture and Design in Prague
prof. ak. arch. Jindřich Smetana, Rector