



Information memorandum on processing personal data at ŠKODA AUTO University

ŠKODA AUTO University (hereinafter the “University”) as the Data Controller processes data about students, applicants and individuals who are in a work-related legal relationship or a business or science-related relationship with the University. The Data Protection Officer (DPO) is Mgr. Vladimír Nesvadba, skoda@viavis.cz. To reach the University to exercise your rights in personal data protection, you can use the eGovernment data inbox ID DS t9xtj28, email at DPO@savs.cz or mail at ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s, Na Karmeli 1457, Mladá Boleslav II, PSČ 293 01 Mladá Boleslav, Reg. No.: 29142890. The above-mentioned ways may be used, where relevant, to get in contact with the University to exercise the right of access to personal data, their rectification or erasure or restriction of data processing, object to data processing as well as to exercise the right to data portability and other rights under the General Data Protection Regulation and Act No. 110/2019 Coll., on processing personal data. The above-mentioned ways may be used by data subjects to reach the University for data processed based on the consent to data processing also in case of withdrawal of the consent to processing personal data.

For what purpose and under what authority are personal data processed?

We process personal data particularly for the purpose of conducting admission procedures under the Higher Education Act, for study and other support processes, marketing and to comply with legal regulations in other areas, particularly personnel and payroll matters, taxes and accounting.

We process your personal data for these reasons: compliance with legal obligations, your consent, contractual obligations and our legitimate interests.

The processing of personal data based on the data subject's consent is carried out solely for the purpose described in the consent, of which the data subject is always informed prior to its granting. Processing based on the data subject's consent is carried out particularly for the purpose of marketing (alumni club, database of applicants).

By processing personal data due to our legitimate interests, we pursue, to the extent strictly necessary, the defence of our legal claims in the performance of tasks related to the development of the university and business activities associated with the provision of services of the university.

In cases where the processing of personal data is based on the fulfilment of legal obligations and their provision is a legal requirement, you are required to provide personal data. If they are not provided, we cannot comply with legal requirements, which may lead to frustration of the actions performed.

If the provision of personal data is a contractual requirement or a requirement that needs to be entered into the contract (and is not a legal obligation), your refusal to provide your personal data may prevent the conclusion of a contract or satisfaction of your requirements.



What categories of personal data do we process?

- Identification data, contact data, education data, bank details of students, graduates and applicants.
- Identification data and contact data of employees and partners and, to exercise their rights, the identification data of their family members in the extent implied by the applicable legal regulations or necessary to contact them; bank details of employees and partners for the purposes of paying wages; education data.
- Identification data of contractors and their employees.
- Personal data expressed in the data subject's consent with the processing of personal data.

How do we obtain personal data?

Personal data is obtained from the data subject, from public sources (e.g. business register, ARES database - particularly to verify the correctness of already processed data) and from other sources (particularly from contractors)

Processing time: Times are set by the documentation rules of ŠAVŠ

Who has access to personal data?

Personal data is stored and processed in information systems of the university. Authorized employees of supporting departments have access to these systems (Study Affairs Department, International Office, Library, etc.).

Third parties having access to personal data include particularly the vendor of the Academic Information System (company IS4U s.r.o.) for administrative and technical reasons. A limited sample of data (typically name, surname and date of birth) is also available to other business partners (e.g. company GTS s.r.o. which provides ASIC/ALIVE student identification cards, etc.). The university has concluded a contract on the processing of personal data with all these processors of personal data, which require our partners to comply with standardized security rules when processing personal data.

Under specific, precisely defined conditions, we are obliged to provide some of your personal data, under applicable laws, to certain public administration bodies (e.g. the Ministry of Education, Youth and Sports for the purposes of a national register of students, the Foreign Police, etc.).

Automated decision-making is not involved in the processing of personal data.

Personal data can be transferred to third countries only in relation to and in the extent required to fulfil the study contract, internship contract or Erasmus participant contract. For employees, it is always only in relation to the mobility programme as part of the Erasmus programme.

What rights do you have in relation to protection of personal data?

You have the following rights in particular in relation to your personal data:

- In cases where processing is based on Art. 6 (1) a) of the Regulation or Art. 9 (2) a) of the Regulation, that is processing of personal data is conducted with the consent of data subjects, the data subject has the right to withdraw consent at any time without prejudice to the lawfulness of consent-based processing prior to consent withdrawal.
- Submit a complaint to the supervisory authority.
- Under Art. 15 of the Regulation, the right to access to personal data and right to obtain confirmation from the Data Controller whether the personal data related to the data subject are processed and if yes, the right to gain access to the personal data and information about their processing.
- Under Art. 16 of the Regulation, the right to rectification of incorrect personal data or completing missing personal data by the Data Controller without undue delay.
- The right to have personal data erased by the Data Controller without undue delay under the conditions defined in Art. 17 of the Regulation.
- The right to restrict the processing of personal data by the Data Controller under the conditions defined in Art. 18 of the Regulation.
- If requested by the data subject, the Data Controller is obliged to inform the data subject on the recipients of personal data under Art. 19 of the Regulation.
- Under the conditions of Art. 20 of the Regulation, the right to obtain personal data related to the data subject that was provided to the Data Controller, in a structured, commonly used and machine-readable format and the right to transfer the data to another controller.
- Under the conditions of Art. 21 of the Regulation, raise an objection at any time against processing of personal data related to the data subject.
- Under the conditions of Art. 22 of the Regulation, not to be subject to any decision based solely on automated processing, including profiling, which has legal effects or otherwise significantly affects the data subject.
- The Data Controller is obliged under Art. 34 (1) of the Regulation to notify the data subject of a breach of personal data security that results in a high risk to the data subject's rights and freedoms. The Data Controller shall not have this obligation if any of the conditions defined in Art. 34 (3) of the Regulation apply.