**Instructions on the processing of personal data**

pursuant to Regulation (EU) No 2016/679 of the European Parliament and of the Council on the protection of individuals 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 "the Regulation"**)

1. The administrator of personal data is the Jan Evangelista Purkyně University in Ústí nad Labem, with its registered office at Pasteurova 3544/1, 400 96 Ústí nad Labem, IČ 44555601 (hereinafter referred to as the "Administrator"). The Commissioner for Personal Data Protection can be contacted at poverenec@ujep.cz or phone number 475 286 350, 720 073 202.

2. The administrator of students processes the following personal data as of the date of enrolment in the study:

a) For the purpose of organizing the study - name (s), surname, birth number, address of permanent residence in the Czech Republic, or residence outside the Czech Republic, address for delivery, e-mail:

b) In order to report data on applicants and report to the student register - in addition to the above personal data, nationality, maiden name, where the applicant is reporting, marital status, high school, year of graduation, study data (faculty, field, etc.)

Personal data referred to in letter a) and b) are processed due to the fulfilment of the legal obligation of the Administrator pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (Act on Higher Education Institutions), as amended.

c) Voluntary for the purpose of organizing studies - academic degrees, gender, number, occasional card, telephone number, date of birth, data on previous studies at the university.

**Personal data referred to in letter c) are processed on the basis of the consent of the imported fact that the student provided these data to the Administrator himself. This consent can be revoked by anyone by communicating to the study department of the faculty to which the student is sent to study, or by deleting it in the "My data" section of the STAG system.**

3. Personal data will be processed for the stated purposes for the stated purposes during the student's study and after its completion until the settlement of rights and obligations between the student and the Administrator and for the purposes of accounting, statistics and archiving. Personal data of students are stored for a maximum of 45 years (in accordance with the valid file and shredding plan of the Administrator).

4. The provided personal data may be processed manually or automatically by authorized employees of the Administrator and may also be processed by the following processors:

a) STAG system provider - University of West Bohemia in Pilsen, Univerzitní 8, 301 00 Plzeň, IČ 49777513;

b) the operator of the Combined Information of Student Registers - Ministry of Education, Youth and Sports, Karmelitská 529/5, 118 12 Prague, IČ 00022985;

c) or. others provided processing software, services and applications usable for study purposes, as well as those that are not currently used by the Administrator.

5. **According to the Regulation, the student as a data subject has the right to** request from the Administrator what personal data about your person the Administrator processes, request a copy of this data, access to this data and update or correct personal data, or restrictions on the processing of such data, the right to request the deletion of processed personal data, their portability and in case of doubts about the lawful processing of personal data, you have the right to file a complaint with the Office for Personal Data Protection.

6. I declare that all personal data I have provided are accurate and true and I undertake to report any changes to this data without delay.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field of study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_