

Information on protection and processing of personal information

Information provided by the applicant is considered as personal information in accordance with Act No. 101/2002 Coll. on the protection of personal data and on the changes of several related laws as amended (hereinafter referred to as “Personal Data Protection Act”) and in accordance with Regulation of European Parliament and Committee (EU) 2016/679 on the protection of natural persons related to the personal data processing and free migration of such data, which cancels Regulation 95/46/ES (general directive on personal data protection) (hereafter referred to as “Directive”).

Administrator of personal data and purpose of their processing

University of Chemistry and Technology in Prague (hereinafter referred to as “UCT Prague”), as **Personal Data Administrator**, in accordance with Personal Data Protection Act and the Directive valid from 25.5.2018, is authorised to process your personal data contained in your accommodation application **for the purpose** of settling your application concerning the accommodation in UCT Prague residence halls, to conclude the accommodation contract and to provide accommodation services.

Legal reasons for processing

Processing of your personal data is necessary to settle your accommodation application, to conclude the accommodation contract and to ensure the performance of the accommodation contract as well as to fulfil legal obligations of UCT Prague, related namely to the accommodation of foreigners in accordance with legal Act No. 326/1999 Coll. on the accommodation of foreigners (hereinafter referred to as “Accommodation of Foreigners Act), to fulfil its legal obligations to cooperate with the Police of the Czech Republic and to pursue legal interests of UCT Prague related to the provision of accommodation services, particularly to protect the property of UCT Prague, to keep record of late payers or debtors and to pursue or defend our legal claims (debts owed to UCT Prague). Should you fail to provide your personal information in your application, the application cannot be processed and therefore, no accommodation contract shall be concluded.

Extent and time of processing

Personal information is processed for the purposes listed above in the extent and for the time periods necessary to fulfil those purposes. Providing that the accommodation contract is not concluded, your personal data listed in your accommodation application shall be processed for 6 months following after the last day when the applicant is obliged to start his/her accommodation in a residence hall of UCT Prague. Providing that the accommodation contract is actually concluded, your personal data shall be processed for 3 years after the date when your accommodation is terminated or for the time period necessary to pursue legal claims of UCT Prague related to the accommodation provided. In case of the accommodation of foreigners, the information is processed for the legal time period as stated by the Accommodation of Foreigners Act, i.e. for 6 years after the date of the accommodation termination. After expiration of the relevant time period, your personal records shall be deleted.

Recipients of personal information

Your personal information is processed directly by authorised employees of UCT Prague. The information is shared only if there is a need to cooperate with the Police of the Czech Republic and, in case of foreigners, the personal data is shared with relevant Czech authorities for the purpose of granting a visa and residence permits.

Information on the rights of subjects providing the information

As a subject providing the personal information, you have the following rights after confirming your identity:

1. Right to access your personal information (Article 15 of the Directive), according to which you are entitled to acquire from UCT Prague:
 - a. A confirmation that we process your data,
 - b. Information about reasons for data processing, categories of the information processed, recipients or categories of recipients having access to your data, planned time periods of data processing and the rights you possess as a subject providing us with the data.
2. Right to request the correction of inaccurate or incomplete information (Article 16 of the Directive). As a subject providing the personal data you are also obliged to report to UCT Prague any changes of your personal information, prove that such changes have occurred and to cooperate with UCT Prague if any inaccuracy in your data is detected. The correction of your processed data is to be performed by UCT Prague without any delay with respect to the technical options available.
3. Right for information deletion (Article 17 of the Directive). On condition that UCT Prague is not able to prove legal reasons for processing your personal information, you are entitled to request its deletion. Personal information will be then deleted or anonymised without any delay with respect to the technical options available.
4. Right to restrict the processing of your data (Article 18 of the Directive) if you deny the accuracy of your personal information, legitimate reasons and purposes for its processing or if you object to the personal data processing.
5. Right to be notified of any correction, deletion or processing restriction (Article 19 of the Directive) realised by UCT Prague as Personal Information Administrator, excluding the cases where such a notification is impossible or requires inadequate efforts.
6. Right to transfer the personal information (Article 20 of the directive) relating to you, provided on the basis of the consent or contract and processed automatically by UCT Prague. This includes the right to obtain this information in a structured, commonly used, machine readable form and the right to request the transfer of this information to a different administrator authorised by you, supposing that the transfer is technically feasible.
7. Right to object to the processing of personal information (Article 21 of the Directive), which is processed due to legal claims of UCT Prague. On condition that UCT Prague is not able to prove the legitimacy of its legal reasons for processing your data, which outweighs your interests, rights and freedom, or if UCT Prague is not able to specify, pursue or defend its legal claims, then your personal information will not be processed any further.
8. Right to withdraw the consent with your personal data processing (Article 7 of the Directive).
9. Right not to be subjected to any decision based on automated processing, including profiling, which would have legal effects or would significantly affect you in a similar manner (Article 22 of the Directive). UCT Prague does not perform any fully automated decisions without human oversight, which would have legal effects or would significantly affect you in a similar manner.
10. Right to contact the Office for Personal Data Protection of the Czech Republic.