

Principles of Personal Data Protection

Processing of Personal Data of Users of the Services Provided by the Halls of Residence and Refectory of TBU in Zlín

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Tomas Bata University in Zlín, a public higher education institution established in compliance with the Act No. 404/2000 Coll., on the Establishment of Tomas Bata University in Zlín, identification number: 70883521, address: nám. T. G. Masaryka 5555, 760 01 Zlín, data box ID: ahqj9id (hereinafter referred to as “TBU in Zlín”) as the Controller of personal data, shall approach the personal data as the property of the clients of the TBU Halls of Residence and Refectory (hereinafter referred to as “HRR client”), entrusted to the institution only for particular, previously set and explicitly specified purposes:

- **Provision of accommodation and related services,**
- **Provision of meals and catering services,**
- **Facilitation of implementation of practical training of students of technical schools,**
- **Stock account management,**
- **Communication with the HRR client.**

I

Processing of personal data and legal titles for their processing

When processing the personal data of the HRR clients, TBU in Zlín adheres to the principle of lawfulness, i.e. it processes personal data of the HRR clients to the corresponding extent and upon fulfilment of one of the below-mentioned conditions:

- 1) **The processing of personal data is essential for the fulfilment of legal duties that apply to TBU in Zlín.**
 - **For the purposes of conclusion of the accommodation contract** (i.e. for a long-term type of accommodation) in accordance with §2326 - §2331 of the Act No. 89/2012 Coll., Civil Code, as amended, or §71 Paragraph 2 of the Act No. 326/1999 Coll. on the Residence of Foreign Nationals on the Territory of the CR, as amended) – identification data of the client: Name, surname, domicile, date of birth, country code, date of commencement and termination of accommodation, fee for accommodation and booking deposit, information about the accommodation – location and room number of the resident.
 - **For accommodation without the conclusion of a contract** (i.e. mostly only single service) in accordance with the Act No. 89/2012 Coll., Civil Code, as amended, identification data of the client: Name, surname, domicile, date of birth, commencement date and termination date of accommodation, fee for accommodation, information about the accommodation – location and room number of the resident.
 - **To complete data in the Guest Register – accommodation of foreigners** (in accordance with the Act No. 326/1999 Coll. on the Residence of Foreign

Nationals on the Territory of the CR, as amended: Name, surname, date, month and year of birth, nationality, passport number, visa number, permanent address, commencement date and termination date of accommodation, purpose of the stay, name and number of the building of the TBU accommodation facility, signature of the client).

2) The processing of personal data is necessary for the purposes of legitimate interests

- **Within an accommodation contract concluded, for the purposes of efficient communication** - e-mail address and telephone number.
- **Within the provision of accommodation without entering into an accommodation contract, for the purposes of efficient communication** - e-mail address and telephone number.
- **In order to include a HRR client in the accommodation waiting list, registration of applications for accommodation and allocation of accommodation in the TBU Residence Halls** (identification data of the client: Name, surname, domicile, date of birth, country code, e-mail address, telephone number, commencement date and termination date of accommodation, information about accommodation including a request for wheelchair accessible accommodation), status:
 - a) employee
 - b) guest
 - c) student – in addition to the above-mentioned data, the following data shall be processed: component part/Faculty, year, and that in order to guarantee accommodation for new students in accordance with the booking of bed capacity as required by the relevant component parts.
- **For the sending of collection orders for direct debit payments to the bank** – number of a bank account held at a banking institution in the Czech Republic.
- **For the registration of material supplied by physical entities** (telephone number, e-mail address).

3) The processing of personal data is necessary for the performance of the subject matter of a contract (contractual relation) whose contracting party is the data subject

- **For the purposes of cashless payment made by HRR clients for accommodation services** (name, surname, account number, variable code – generated automatically in the IS-KAM system, amount in CZK, date).
- **For the provision of catering services to students** (name, surname, student ID number, status of the student, overview of transactions on an ID card – facility, date, time, item type and price of the purchased meal, the total remaining account balance).
- **For the provision of cashless catering services to TBU employees** (name, surname, employee ID number, status of the employee, constituent part, overview of transactions on an ID card – facility, date, time, item type and price of the purchased meal, the total remaining account balance, if agreed between the employer and the employee).
- **For the provision of catering services based on the so-called TBU guest cards** (name, surname, constituent part, overview of transactions on an ID card –

facility, date, time, item type and price of the purchased meal, the total remaining account balance).

- **For the provision of catering services to external diners who are holders of a lent chip card** (in case of catering services provided to children or employees of different educational institutions: identification data: ID number, card number, school – employer, in case of other external diners: name, surname), and for both of the categories also overview of transactions on an ID card – facility, date, time, item type and price of the purchased meal, the total remaining account balance.
- **For the provision of catering services to physical entities** (identification data of the client: Name, surname, domicile, telephone number, e-mail address, type of service and price).
- **For the implementation of practical training of students** (identification data of the student: Name, surname, school, year, school attendance in the relevant period of time, name of the teacher).

4) **The processing of sensitive personal data is necessary for the purposes of legitimate interests**

- For the accommodation of clients with special needs (**health condition** – in order to provide appropriate services as required, e.g. wheelchair access to the room, etc.).
- For the inclusion of the HRR client in the accommodation waiting list, registration of applications for accommodation and allocation of accommodation in the TBU Residence Halls (**gender** due to the allocation of multi-bedded rooms).

II

Sharing of personal data

Personal data are kept in electronic form in the information system for the registration of accommodation (hereinafter referred to as “ISKAM”) and catering services (hereinafter referred to as “Kredit”). Persons entitled to access the ISKAM system are the employees in charge employed at TBU in Zlín – Accommodation Officers, IT technician, financial manager, Director, staff of the Finance Office of TBU in Zlín and employees of the provider of security services.

Persons entitled to access the Kredit system are the employees in charge employed at TBU in Zlín – manager of catering services, the Complaints Department dealing with complaints regarding catering services, IT technician, financial manager, Director, staff of the Finance Office of TBU in Zlín. The Processor of personal data entered in the ISKAM system is the company ApS Brno, s. r. o., the Processor of personal data entered in the Kredit system is the company ANETE, spol. s.r.o.

Data of clients accommodated by the HRR are imported to the system for administration of data sockets in the Residence Halls of TBU in Zlín.

Outstanding liabilities of students are imported to the TBU information system (TBU portal).

Paper copies of accommodation contracts are stored in lockable cabinets situated in locked offices of the Accommodation Officers; accommodation contracts in electronic form are accessible after logging in to the ISKAM.

III

Access to personal data

When a credit card is used as an online payment method, the payment is made via the GP webPay payment gateway, which provides secure technology for the acceptance of payment cards and for online bank transfers. The client enters the credit card numbers using the secure and trusted channel of the Global Payments, s.r.o., Identification number: 04235452, with registered office in V Olšínách Street 626/80, 100 00 Prague 10. The data entered by the client are necessary for his/her identification and are used to make the payment, including the necessary accounting operations, and for the identification of cashless payments.

Each HRR client is entitled to request a correction, erasure or restriction of processing of personal data, as well as to request a transfer of personal data. He/she is also entitled to object to personal data processing via the Data Protection Officer at the e-mail address: dpo@utb.cz. In the event that the HRR client has given his/her consent to the processing of his/her personal data (see communication with the HRR client by means of e-mail), he/she is entitled to withdraw this consent at any time. Detailed information including other contact details is posted on the TBU website under the Privacy Policy section. A HRR client is also entitled to lodge a complaint with a supervisory authority, namely the Office for Personal Data Protection (Úřad pro ochranu osobních údajů), Pplk. Sochora 27, 170 00 Praha 7.

IV

Personal data processing period

Periods for personal data processing are specified in the Regulations for Document Filing and Shredding of TBU in Zlín, that have been issued fully in accordance with the relevant legal regulations related to filing.

Therefore, TBU in Zlín shall process personal data of a HRR client for the period for which the client will use the services of the HRR of TBU in Zlín. TBU in Zlín shall process personal data that are necessary for the fulfilment of obligations arising from a contract or from generally binding legal regulations for a period specified by the relevant legal regulations or in accordance with them also if the HRR client withdraws his/her consent. TBU in Zlín shall process the personal data provided by a HRR client in accordance with his/her consent for the period of 3 years from the date on which the consent was given, unless this consent to the processing of personal data is withdrawn by the HRR client. The HRR client takes cognizance of the fact that when the period is close to the expiry date, he/she may be asked whether he/she wishes that TBU in Zlín continues to process the personal data of the HRR client for the above-mentioned purposes and whether the HRR client is willing to renew his/her consent to such processing by TBU in Zlín.