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Article 1 Introduction

- 1) This Rector's Decree governs the procedure at Tomas Bata University in Zlín (hereinafter referred to as "TBU") for the provision of information in accordance with Act No. 106/1999 Coll., on Free Access to Information, as amended (hereinafter referred to as the "Act"), with regard to the provisions of Act No. 101/2000 Coll., on the Protection of Personal Data and on Amendments to Certain Acts, as amended.

Article 2 Basic terms

- 1) TBU shall provide information to applicants either upon request or through publication.
- 2) An applicant is any natural or legal person who requests information in accordance with the Act.
- 3) For the purposes of this Decree, information refers to any content or part thereof in any form, recorded on any medium, in particular written records on paper, data stored electronically, or audio, visual, or audiovisual recordings.

Article 3 Competent persons

- 1) At Tomas Bata University in Zlín, decisions concerning the application of the provisions of the Act, either based on a request or by means of publication, are made by:
 - a) Deans of faculties, within the scope defined by Act No. 111/1998 Coll., on Higher Education Institutions, as amended;
 - b) The Bursar, in matters concerning the Rectorate and university-wide matters;

- c) Directors of relevant component parts, in matters concerning other component parts of the University.
(Hereinafter collectively referred to as “Competent Person”).
- 2) The application of the Act is ensured, coordinated and supervised by the Deans at the faculties, the Bursar at the Rectorate and for university-wide matters, and the Directors of other University component parts at the relevant component parts.
- 3) The Director of Marketing and Communications ensures the provision of information through publication in accordance with § 5 of the Act.
- 4) If a request for information is received by an employee who is not a Competent Person as defined in Paragraph 1, the employee is obliged to immediately inform the relevant Competent Person in order to determine the further course of action.
- 5) The Competent Person shall, without undue delay, forward the request for information to the TBU Legal Services staff for assessment of its formal requirements. The Legal Services staff shall evaluate the request and recommend the next steps to the Competent Person.
- 6) After the request has been assessed by the TBU Legal Services staff, the Competent Person shall assign the request to the relevant responsible TBU employee (hereinafter referred to as the “Authorised Employee”) depending on the nature of the requested information.
- 7) The Authorised Employee shall, without undue delay, prepare a response to the request for information and submit it to the TBU Legal Services for review. Once reviewed, the Authorised Employee shall arrange for the response to be finalised, including securing the signature of the Authorised Employee and a representative of the TBU Legal Services, and submit it to the Competent Person for signature and dispatch.
- 8) Written requests for information shall be processed within the deadlines and in the manner stipulated by the Act.
- 9) If the handling of a request requires the cooperation of any constituent part of the Rectorate or other component part, the relevant constituent part shall promptly provide the necessary information upon request.
- 10) Orally submitted requests (in person or by telephone) shall be handled by the relevant constituent parts of the Rectorate or of relevant component parts. If the applicant deems the response insufficient, they may submit their request in writing in accordance with the provisions of § 13 Paragraph 2 of the Act.

Article 4 **Submission of requests**

- 1) Information concerning the powers of faculty bodies pursuant to § 24 of the Higher Education Act is provided by the individual faculties of TBU. Other requests for information under the Act shall be submitted to: Tomas Bata University in Zlín,

Rectorate, nám. T. G. Masaryka 5555, 760 01 Zlín. Requests may be submitted in person at the TBU Mail Room at the same address or electronically via email to podatelna@utb.cz.

- 2) Submissions must meet the requirements set out in § 14 Paragraph 2 of the Act. If the request is submitted by email, it must be sent from the electronic address stated in the preceding paragraph.
- 3) Other submissions under the relevant provisions of the Act may also be made in the manner described above.

Article 5 Deadlines

- 1) The deadline for providing the information is 15 days.
- 2) The deadline for providing the information may be extended for serious reasons, but by no more than ten days. Serious reasons include:
 - a) locating and collecting the requested information from other component parts or from the archive,
 - b) locating and collecting a large volume of separate and distinct information requested in a single request,
 - c) consultation with another obligated entity that has a legitimate interest in the decision regarding the request, or between two or more constituent parts of TBU that have a legitimate interest in the subject of the request.
- 3) The applicant must always be demonstrably informed of the extension of the deadline and the reasons for it, and this must be done in good time before the original deadline for providing the information expires.
- 4) A record of the procedure for handling the request (hereinafter referred to as the “record”) shall be made. The record is prepared by the Authorised Employee responsible for handling the submitted request. The Authorised Employee is obliged to forward the information provided and the record to the office responsible for the physical documentation of these records without undue delay. The record form constitutes Annex 1 to this Decree.
- 5) For information provided by means of data sharing via the information system interface, enabling remote access to information that changes, is updated, supplemented or recreated over time, or that is regularly transferred by other means, as well as for information provided in non-electronic form or extremely extensive information, the Authorised Employee shall prepare an accompanying note describing the content of the information provided (hereinafter referred to as the “accompanying note”). This accompanying note shall be forwarded by the Authorised Employee to the Director of Marketing and Communications without undue delay.
- 6) The accompanying note generally describes the subject of the request and the content of the information provided, including hyperlinks to the information where appropriate.

- 7) The Director of Marketing and Communications shall publish the information provided upon request, including the accompanying note if applicable, within 15 days of its provision (dispatch), in a manner that enables remote access in accordance with the provisions of § 5 Paragraph 3 of the Act, while being obliged to anonymise the applicant's personal data.

Article 6 Appeal and complaint

- 1) An appeal may be lodged against a decision by TBU to reject a request for information.
- 2) TBU shall forward the appeal, together with the relevant documentation, to the appeal authority, which, pursuant to § 20 Paragraph 5 of the Act, is the Office for Personal Data Protection (hereinafter referred to as the "OPDP").
- 3) A complaint may be lodged with TBU regarding the procedure for handling a request for information, within 30 days from the date of delivery of the notice:
 - a) referring to published information under § 6 of the Act;
 - b) deferring the request under § 14 Paragraph 5 Letter c) of the Act;
 - c) requesting reimbursement under § 17 Paragraph 3 of the Act.
- 4) A complaint may also be lodged with TBU regarding the procedure for handling a request for information if the applicant does not receive the information without explanation within the statutory (or extended) deadline. This must be done within 30 days from the expiry of said deadline.
- 5) The complaint shall be decided on by the OPDP.
- 6) TBU shall submit the complaint, together with the relevant documentation, to the OPDP within 7 days of its receipt, unless TBU fully upholds the complaint within this period by providing the requested information, issuing a final licence offer, or delivering a decision rejecting the request.
- 7) An appeal or complaint may be submitted within 30 days from the date of:
 - a) delivery of the information,
 - b) delivery of a notice referring to the information, notice of deferral of the request, or notice of a request for payment,
 - c) delivery of the decision rejecting the request,
 - d) expiry of the deadline (or extended deadline) for providing the information, if the applicant has not received it without explanation.

- 8) The Rector shall decide on the appeal or complaint within 15 days of its delivery. No further appeal may be made against the Rector's decision.

Article 7 Costs for providing information

- 1) The applicant shall bear the costs associated with the provision of information.

- 2) In connection with the provision of information, TBU is entitled to request payment in an amount not exceeding the costs incurred for making copies, providing technical data carriers and sending the information to the applicant. TBU may also request payment for extremely extensive information retrieval.
- 3) If TBU requires payment for the provision of information, it shall notify the applicant in writing of this fact and the amount of the payment prior to providing the information. The notification must clearly state the facts and method used by the obligated body to calculate the payment, as well as where and how the payment can be made. The document entitled Fees for Providing Information constitutes Annex 2 to this Decree.

Article 8
Activity Report, Annual Report

- 1) Faculties and other component parts of TBU shall submit a report on their activities in the area of information provision under the Act to the Director of Marketing and Communications by 31 January of the following calendar year. The report shall include data as specified in § 18 Paragraph 1 Letter a) to e) of the Act.
- 2) The Director of Marketing and Communications shall compile the TBU Annual Report on activities in the area of information provision in accordance with the provisions of § 18 of the Act.

Article 9
Final provisions

- 1) This Decree abrogates Rector's Decree No. 20/2012.

This English version of the internal regulation is not legally binding; it is for informational purposes only and, therefore, does not have to correspond to the Czech version of the document.