

**Process title**

personnel management

training for the administrative dept. employees

training for the administrative dept. employees

employment relations

employment relations

keeping records of key activities outputs from the project

ensuring and keeping record of attendance sheets of events participants

photodocumentations

keeping record on work loads of individuals involved in project

keeping record on business trips (person, place, time, purpose,...)

keeping record of people using the infrastructure

modifications to projects

keeping record of contractual research, realised projects

application and sample of lab screening

application for lab screening

healthcare activities reported to the insurance company

final report on performed screenings

accreditation process

economics

power of attorney, authorisation

keeping record of partners

database of journalists

keeping record of employees

e-mail marketing

e-mail marketing

web Ceitec.cz

Newsletter for employees

database of contacts

database of contacts

photographs - employees

photographs - individuals
photographs - events
social networks
keeping records of publications/patents/ applied results
keeping record of students and graduates
keeping record of internships, stays, visits by external employees
MU awards/outside MU and membership in professional panels - nominations
MU awards/outside MU and membership in professional panels - nominations
science evaluation
science evaluation
training for researchers
training for researchers
entrance procedure
nostrification
scholarship
submission of the projects by MEYS
projects submissions
projects submissions
keeping track of submitted projects
preparation of grant agreements
preparation/agreement conclusion and its modifications
power of attorney, authorisation
defect reclaimers
defect reclaimers
procurement documents
personal data cards
stem employees card
notification, application, reports
information sheet on injury and injury record
records on trainings
material for implemented public contracts
CCTV at A35 and magnets on the second floor (2.pp)
MR screening - form
MR screening
MR screening
MR screening
Electric-physiology screenings
Electric-physiology screenings
contact database
CCTV at A2 and A26 phytotrones
biological material analyses
biological material analyses
CCTV at A35 BSL3

## Purpose of the processing

commencement and development of the employment

registration, collecting the feedback - to ensure the improvement of trainings and for the purpose of

registration, collecting the feedback - to ensure the improvement of trainings and for the purpose of

agreement to work, agreement to complete a job, employment agreement

agreement to work, agreement to complete a job, employment agreement

project monitoring

project monitoring

project monitoring and publicity

project implementation

project monitoring

project monitoring

project implementation and monitoring

project implementation and monitoring

performance of the screening needed by hospital

performance of the screening needed by hospital

informing the health insurance on the performed activities

performance of the screening needed by hospital

accreditation of a medical laboratory

commencement and development of contractual relations

authorisation to act on behalf of MU and CEITEC MU

communication with partners

organisation, communication

web presentation of the workplace (contacts)

information and motivation newsletters

information and motivation newsletters

evaluation of the number of web visits

evaluation of the number of web visits

organisation, communication

information on other events

presentation of workplaces

marketing promotion
presentation and documentation of events
promotion
project implementation and monitoring
project implementation and monitoring
project implementation and monitoring
collection and preparation of nomination suggestions, sending the suggestions
collection and preparation of nomination suggestions, sending the suggestions
data collection in the evaluation forms for the evaluation committee
data collection in the evaluation forms for the evaluation committee
registration, collecting the feedback - to ensure the improvement of trainings and for the purpose of
registration, collecting the feedback - to ensure the improvement of trainings and for the purpose of
coordinating entrance proceedings to CEITEC MU
nostrification
scholarship payments
identification of work team according the the schedule
identification of work team including CV according to project needs
identification of work team including CV according to project needs
ensuring the approvalu by the affected parties of the project and statistical overview of the submitte
identification of work team including CV according to project needs
commencement of contractual relation, or amendments
representation of MU in contractual relations
defects reclames
defects reclames
procurement realisation
occupational Safety & Health and Fire Prevention trainings
categorisation of work positions, training
handling the risk factors
keeping records on injuries
OSH and FP trainings, drivers, GMO, pressure vessels, autoclaves
project implementation and monitoring
property protection, identification of persons, health protection of pations under study
research implementation; safety protection of individuals undertaking screening; ensurance of data
research implementation; safety protection of individuals undertaking screening; ensurance of data
research implementation; safety protection of individuals undertaking screening; ensurance of data
keeping the record of realised measurings
research implementation; ensuring data integrity (repeated, or combined screening)
keeping the record of realised measurings
other possible addressing of participants in the existings research for the sake of another research
property protection and identification of individuals
research implementation
research implementation
property protection and identification of individuals

Legal title for the processing	Guarantor
law	Head of HR Department
other	Head of HR Department
other	Head of HR Department
law	Head of HR Department
law	Head of HR Department
agreement	Head of Grant Administration Department
approval	Head of Grant Administration Department
approval	Head of Grant Administration Department
other	Head of Grant Administration Department
other	Head of Grant Administration Department
other	Head of Grant Administration Department
agreement	Head of Grant Administration Department
other	Head of Grant Administration Department
law	Head of Genomics CF
law	Head of Genomics CF
law	Head of Genomics CF
law	Head of Genomics CF
law	Head of Genomics CF
law	Head of Finance Department
other	Head of Directors' Office
other	Head of Directors' Office
other	Head of Directors' Office
other	Head of Communication Department
approval	Head of Communication Department
approval	Head of Communication Department
other	Head of Communication Department
other	Head of Communication Department
other	Head of Communication Department
other	Head of Communication Department
approval	Head of Communication Department

other	Head of Communication Department
other	Head of Communication Department
other	Head of Communication Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
other	Head of Research and Innovation Support Department
law	Head of Research and Innovation Support Department
approval	Head of Research and Innovation Support Department
law	Head of Research and Innovation Support Department
agreement	Head of Grant Office
agreement	Head of Grant Office
agreement	Head of Grant Office
agreement	Head of Grant Office
agreement	Head of Grant Office
agreement	Head of Grant Office
agreement	Head of Grant Office
law	Head of Grant Office
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law	Head of Grant Office
law	Head of Grant Office
law	Head of Grant Office
law	Head of Grant Office
law	Head of Grant Office
agreement	Head of Grant Office
other	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
approval	Head of Multimodal & Functional Imaging Laboratory
other	Head of Plant Sciences Core Facility
approval	Head of Ondřej Slabý RG
approval	Head of Ondřej Slabý RG
other	Head of Pavel Plevka RG