

Annex No. 1 of the Guidelines of the Research & Development Office of the MU Rectorate No. 1/2024

Information on the processing of applicants' personal data

This document is intended for candidates in the habilitation procedure or in the procedure for appointment as professor held at Masaryk University.

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the "General Regulation"), Masaryk University informs data subjects about the circumstances under which the personal data of candidates in the habilitation and professor appointment procedures are processed.

Personal data controller

The controller of the personal data of the data subjects, i.e. the one who determines the purpose and means of processing personal data, conducts the processing and is responsible for it, is

Masaryk University, Žerotínovo nám. 617/9, 601 77 Brno,
IČO: 00216224, DIC: CZ00216224,
Mailbox ID: 9tmj9e4.

Information on the processing of personal data at Masaryk University is available on the official notice board at <https://www.muni.cz/o-univerzite/uredni-deska/ochrana-osobnich-udaju>.

Data Protection Officer

The Masaryk University Data Protection Officer is Iva Zlatušková, e-mail address poverenec@muni.cz, telephone numbers +420 549 49 1030, +420 603 289 580.

You can contact the Data Protection Officer if you have any questions or requests regarding the processing and protection of personal data or to exercise your rights.

Purpose of processing personal data

The data controller processes personal data for the purpose of conducting and administering the habilitation procedure or the procedure for appointment as a professor in order to ensure a fair and transparent assessment of candidates on the basis of their qualifications, academic performance and other relevant criteria, as well as to ensure the proper administration of the procedure in accordance with the requirements of Act No.111/1998 on Higher Education and on the amendment and supplementation of other acts (hereinafter referred to as "HEA").

Personal data processed

The administrator processes the personal data of candidates in the habilitation procedure and the procedure for appointment as professor to the extent specified below:

name and surname, maiden name, titles, place of residence, date of birth, sex, nationality, e-mail, telephone number, mobile phone number, CV, all supporting documents for the habilitation or professorship procedure (employment details, employer, workplace, job title and position, work awards, publications, details of professional activities, participation in conferences, involvement in projects, details

of work or study trips, membership of professional societies, etc.), signature, any other personal data arising in the context of the relevant procedure.

Security of personal data

Personal data are processed within the Masaryk University INET information system with monitored access and under the methodological guidance of the MU Rectorate's professional departments, are protected by a system of access rights and secured to the maximum extent possible according to the administrator's standards and in accordance with applicable legislation. Personal data are processed only by authorised, instructed, and trained MU employees. When processing, the controller complies with all the principles for the processing of personal data pursuant to Article 5 of the General Regulation. The rules governing the processing of personal data at MU are governed by MU Directive [No. 1/2018 Protection and Processing of Personal Data](#).

Legal grounds for processing personal data

The legal basis for the processing of applicants' personal data is the fulfilment of a legal obligation to which the controller is subject, pursuant to Article 6(1)(c) of the General Regulation, based on Section 71 et seq. of the General Data Protection Regulation.

Transmission of personal data

The personal data administrator transfers the personal data of applicants to the register of associate professors, professors and extraordinary professors of higher education institutions maintained by the Ministry of Education, Youth and Sports of the Czech Republic, to the extent provided for by Decree No. 276/2016 Coll., on the transfer of data to the register of associate professors, professors and extraordinary professors of higher education institutions, as amended, in connection with Section 87(1)(j)(3) of the ZVŠ.

The administrator further notes that information on the status of the habilitation proceedings, as well as the habilitation thesis, opinions of the opponents, evaluation of the lecture for the professional public and the opinion of the committee, are publicly available on the institutional website of Masaryk University www.muni.cz in accordance with Section 75 of the ZVŠ and the Masaryk University Directive [Masaryk University Directive No. 7/2017 Habilitation Procedures and Professor Appointment Procedures](#).

Retention period of personal data

The personal data administrator stores the applicant's personal data for the time necessary to ensure the habilitation procedure in accordance with § 72, or the procedure for appointment as professor in accordance with § 74 of the ZVŠ and its publication in accordance with § 75 of the ZVŠ. For this purpose, a complete file is kept in accordance with Masaryk University Directive [No. 2/2016 File Rules](#), which was issued in accordance with Act No. 499/2004 Coll., on Archives and File Service. After a specified period, the relevant data are archived in paper form in the MU Archives and in electronic form in the relevant database of the MU INET information system.

Retention period of personal data

Under the General Regulation, the data subject has the right to

- to request access to, rectification or erasure of personal data concerning him or her, or restriction of processing,
- object to the processing of personal data concerning him or her.

Exercise of the data subject's rights

The data subject shall be entitled to exercise his or her rights under the General Regulation against the controller, either

- by written request with an officially certified signature or based on an officially certified power of attorney, sent to Masaryk University, Data Protection Officer, Žerotínovo nám. 9, 601 77 Brno, or
- by sending the request to the Masaryk University mailbox: 9tmj9e4, or
- by sending the request in the form of an e-mail message from the MU institutional e-mail address to: poverenec@muni.cz, or
- by sending the application in the form of an e-mail message bearing at least a recognised electronic signature to: poverenec@muni.cz

Information for data subjects to exercise their rights is available on the official notice board at <https://www.muni.cz/o-univerzite/uredni-deska/uplatneni-prav-subjektu-udaju>.

Right to lodge a complaint with the supervisory authority

The data subject has the right to submit a request, complaint, or suggestion regarding the processing of personal data to the supervisory authority, which is

Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Prague 7,
Mailbox ID: qkbaa2n,
telephone number +420 234 665 111, website www.uoou.cz, electronic address posta@uoou.cz.