

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

Processing of Personal Data in Habilitation and Professor Appointment Proceedings at MU

Article 1

Introductory provisions

- (1) The purpose of this guidelines is to inform applicants, committee members and opponents about the processing of their personal data in the habilitation proceedings and the proceedings for the appointment of a professor held at Masaryk University in accordance with the [Masaryk University Habilitation Procedure and Professor Appointment Procedure Regulations](#) and the [Masaryk University Directive No. 7/2017 Habilitation Procedures and Professor Appointment Procedures](#).
- (2) In accordance with the 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 personal data of members of habilitation committees and opponents in habilitation proceedings and members of evaluation committees in proceedings for the appointment of professor are processed.

Article 2

Candidate

- (1) Masaryk University, as the administrator of personal data, 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 applicants on the basis of their qualifications, academic activities and other relevant criteria, as well as to ensure proper administration of the procedure in accordance with the requirements of Act No.111/1998 on Higher Education and on Amendments and Supplements to Other Acts (hereinafter referred to as "HEA").
- (2) More detailed information on the type of personal data processed, the purpose of processing, security, transmission, and retention period of the applicant's personal data in the context of the habilitation procedure or the procedure for appointment as a professor is provided in Annex 1 to this methodological sheet.

Article 3

Commission and opponents

- (1) Masaryk University as the administrator of personal data processes personal data of members of the habilitation committee and opponents in the habilitation procedure and members of the evaluation committee in the procedure for appointment to professor for the purpose of conducting and administering the habilitation procedure or the procedure for appointment to professor in order to ensure proper administration of the procedure in accordance with the requirements of Act No.111/1998 on Higher Education and on Amendments and Supplements to Other Acts (hereinafter referred to as "HEA").
- (2) More detailed information on the type of personal data processed the purpose of processing, security, transmission, and retention period of personal data of members of the Habilitation

Committee and opponents in the Habilitation Procedure or members of the Evaluation Committee in the Procedure for Appointment as Professor is provided in Annex 2 of this Methodological Sheet.

Article 4

Common and final provisions

- (1) The data subject (candidate, committee member, opponent) is entitled to exercise his/her rights under the General Regulation against the controller. More detailed information is provided in Annexes 1 and 2 of this guidance note.
- (2) This instruction of the Vice-Chancellor shall come into force and effect on the date of its signing.

Attachments:

No. 1 - Information on the processing of applicants' personal data

No. 2 - Information on the processing of personal data of committee members and opponents

Brno 19. 1. 2024

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