

**Information on processing of personal data of students with severe disabilities or special needs for the purpose of administration of the application for participants with special needs for grant beyond the scope of ordinary financial support within the Erasmus+ programme.**

**ERASMUS+: ERASMUS STAY FOR STUDYING ABROAD AND TRAINEESHIPS**

***Who is the controller of your personal data?***

**Brno University of Technology, Antonínská 548/1, 601 90 Brno**, Id. No.: 00216305, Tax Id. No.: CZ00216305, a public higher education institution established through a law, is in the position of personal data controller. Brno University of Technology (hereinafter "BUT") appointed RNDr. Mgr. Daniela Dvorská to be **the data protection officer**. You can contact the data protection officer at the registered office of BUT at Antonínská 548/1, 601 90 Brno, or via e-mail: [poverenec@vutbr.cz](mailto:poverenec@vutbr.cz).

***What personal data we process on you in connection with the application for participants with special needs applying for scholarships beyond the scope of ordinary financial aid within the Erasmus+ programme?***

We process the following personal data: name and surname, academic degrees, birth identification number, address, faculty where you study, your study programme, your e-mail address and telephone number. For the purpose specified above, we further record the name of the host institution and the country of your stay, date of planned beginning and end of your stay, date of actual beginning and end of your stay in case the stay takes place, information regarding any scholarship granted to you (the amount required and, if granted, the actual amount of the scholarship, bank account number to which the scholarship is paid). To be able to grant you the scholarship for students with special needs, we need to process data concerning your health (the special category of personal data) in the scope including the name of disease, diagnosis (or diagnosis code) including medical report and, if you hold a ZTP card (*certificate of severe health disability*), also a photocopy of the card. A more detailed description of your disability (your special needs) is also required.

***Do we process your personal data and data concerning your health in conformity with legal regulations?***

Yes, we process all your personal data as well as data concerning your health in accordance with applicable legal regulations, in particular 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, repealing Directive 95/46/EC (General Data Protection Regulation), and other legal regulations. BUT processes your personal data including data concerning your health (the "special category of personal data") on the grounds stipulated in Article 9 (2)(f) of the General Data Protection Regulation – the processing is necessary for the establishment, exercise or defence of your legal claims (the "legal grounds").

***For how long are we going to process your personal data and data concerning your health?***

We are going to process your personal data and data concerning your health in connection to your participation in a study stay or traineeship within the Erasmus+ programme for the maximum duration of 1 year, in case the stay does not take place. If you do actually participate in the study stay or traineeship, we are obliged to keep records of the study stay/traineeship for the period of 30 years; after this period, the documentary records will be shredded and documents in electronic form will be erased.

***Are we going to transfer your personal data and data concerning your health to a third party?***

Your personal data and data concerning your health obtained from you on the basis of the application for participants with special needs for scholarship beyond the scope of ordinary financial support within the Erasmus+ programme will be transferred to the recipient, in this case the Centre for International Cooperation in Education (*Dům zahraniční spolupráce – DZS*), a contributory organisation of the Ministry of Education, Youth and Sports. DZS is in charge of administration of the Erasmus+ programme and, among other things, grants the scholarships for students with special needs within the Erasmus+ programme. For more information on how DZS processes your personal data, visit the following website: [https://www.dzs.cz/file/6943/oznameni\\_erasmus-final-rijen-2018-pdf/](https://www.dzs.cz/file/6943/oznameni_erasmus-final-rijen-2018-pdf/).

***What are your rights in connection to processing of your personal data and data concerning your health?***

You have the right to request information on what personal data are being processed by BUT (“the right of access to personal data”), you have the right to rectification and erasure of your personal data, if this is acceptable pursuant to applicable legal regulations, or you have the right to restriction of processing of your personal data. You also have the right to object to processing and the right to portability of personal data.

You can deliver the requests to exercise the rights specified in the preceding sentence in person to the filing department of BUT at Antonínská 548/1, 601 90 Brno, or via electronic mail to [epodatelna@vutbr.cz](mailto:epodatelna@vutbr.cz). The aforementioned request will be assessed and dealt with in accordance with GDPR and other applicable legal regulations.

You have the right to lodge a complaint with the supervisory authority, i.e. the Office for Personal Data Protection, stating that the processing of your personal data violates GDPR. Contact details of the supervisory authority: Úřad pro ochranu osobních údajů (Office for Personal Data Protection), Pplk. Sochora 27, 170 00 Praha 7, electronic filing: [posta@uouu.cz](mailto:posta@uouu.cz).