

Information Notice on Processing of Student Personal Data

Data Controller

The Data Controller is Anglo-americká vysoká škola, z.ú. (Anglo-American University), Letenská 120/5, Prague 1, identification number 25940082, registered with the Metropolitan Court in Prague under file no. U501 (hereinafter as "Data Controller").

Personal Data of Data Subjects

The Data Controller processes the personal data of all data subjects in accordance with Regulation (EU) No. 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 as "GDPR"), and in accordance with other related legislation.

This notice applies to all the below personal data of existing and former students, which are collected, used, disclosed or stored by the Data Controller.

The Data Controller processes the following personal data of the above mentioned Data Subjects:

- Given name and surname
- Previous surname
- Sex
- Date of birth
- Birth registration number
- Permanent residence address:
- Temporary residence address / Contact address
- Telephone number
- Names, addresses, birth registration numbers and telephone numbers of close persons
- E-mail address
- Bank account number
- ID card number / Passport number
- Nationality
- Citizenship
- Documents serving as evidence of educational attainment level
- Personal Data contained in scholarship applications
- Student's individual number (SIN)
- Photocopies of ID cards / Passports
- Passport-size photographs (both in hard and digital copies)
- Personal Data contained in visas

Purpose of Processing Personal Data of Data Subjects

The Data Controller collects, uses, transfers and stores Personal Data solely for the following purposes:

- administration of organizational activities.
- administration of study affairs.
- facilitating communication with students and ensuring operation continuity.
- compliance with duties and other obligations, including reporting to public administration bodies, cooperation in public administration audits, or fulfillment of other requirements made by authorities or public administration bodies of the Czech Republic.
- student's personal data collected by the Data Controller must be collected either to meet the duties that apply to him / her or to fulfill the Data Controller's obligations referred to in the agreement entered into with the student.

Method of Processing Personal Data of Data Subjects

The Anglo-American University is consistent in protecting Personal Data. The processing is done manually as well as using electronic information systems, which are subject to strict physical, technical and procedural checks. To protect Personal Data, the organization has set up security mechanisms, which involve technical, organizational and personnel measures. The organization does not use automated decision-making or profiling to process Personal Data.

The Data Controller retains (stores) students' Personal Data for a period of 25 years after the completion or termination of their studies. Said retention period may be extended in cases where the Data Controller is required to protect and store Personal Data in connection with litigation, investigations and proceedings, or if a longer retention period is required under the applicable legislation of the Czech Republic.

External Processors and Recipients of Data Subjects' Personal Data

For processing of Personal Data, the Anglo-American University engages professional and specialized services provided by other entities, which process personal data solely under instructions from the Data Controller and may not use the data otherwise. Each such entity enters into a Data Processing Agreement, which stipulates Data Processor's duties and obligations to protect and secure Personal Data. The following companies act as Data Processors:

- IT service organizations providing HW and SW support
- Publishing and graphic design studios

In fulfilling its legal obligations, the Data Processor further transfers Personal Data to public administration bodies and authorities referred to in the applicable legislation.

Rights of Data Subjects

Under the GDPR, Data Subjects have the following rights:

- Right of access to personal data (Article 15)
- Right to rectification (Article 16)
- Right of erasure (Article 17)
- Right to restriction of processing (Article 18)
- Right to data portability (Article 20)
- Right to object (Article 21)
- Right to lodge a complaint with a supervisory authority (Article 77)

Personal Data Protection Officer

Any questions, requests, objections and complaints concerning the processing and protection of Personal Data can be sent to the DPO. The contact person appointed to deal with any matters related to this issue is Ms. Věra Převrátlová.

Contact details of the Data Protection Officer under the GDPR:

Anglo-americká vysoká škola, z.ú., Letenská 120/5, Praha, e-mail: dpo@aauni.edu