

# Summer School of Historical Auxiliary Sciences

## Scriptorium brunense

### Personal data processing and protection

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 (General Regulation), Masaryk University informs data subjects about the circumstances under which their personal data are processed during the implementation of the lifelong learning programme Scriptorium Brunense Summer School of Auxiliary Historical Sciences (hereinafter referred to as Scriptorium Brunense), which will be held from 27 June to 1 July 2022 at the Faculty of Arts of Masaryk University.

#### **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, carries out the processing and is responsible for it, is

Masaryk University, Žerotínovo nám. 617/9, 601 77 Brno,

IČO: 00216224, DIC: CZ00216224,

Mailbox ID: 9tmj9e4.

Masaryk University (hereinafter referred to as MU, the controller) is a public university of the university type according to the Higher Education Act. Within the framework of its main mission, it freely and independently carries out educational and related scientific and research, development and innovation, artistic or other creative activities and related activities.

#### **Data Protection Officer**

Masaryk University Data Protection Officer

Iva Zlatušková, e-mail address [poverenec@muni.cz](mailto:poverenec@muni.cz), telephone numbers +420 549 49 1030, +420 603 289 580.

Data subjects, i.e. participants of the Scriptorium Brunense, may contact the Data Protection Officer in case of any questions or requests regarding the processing and protection of personal data or to exercise their rights.

### **Processing of personal data**

MU processes the personal data of participants in Scriptorium Brunense Lifelong learning (hereinafter referred to as LLL) only to the extent necessary to register the participant and ensure the organisation and teaching of the Scriptorium Brunense programme. Personal data is stored on MU storage facilities with monitored access, protected by a system of access rights and secured to the maximum extent possible according to the standards of the controller and in accordance with applicable law.

In processing, the controller complies with all the principles for the processing of personal data under the General Regulation. The principles and rules for processing personal data at MU are regulated by MU Directive [No. 1/2018 "Protection and Processing of Personal Data"](#).

### **Purpose of processing personal data**

The purpose of the processing of personal data of the participants of the Lifelong learning is the organizational provision and implementation of teaching in the lifelong learning program Summer School of Auxiliary Historical Sciences Scriptorium Brunense.

### **Categories of processed personal data**

Masaryk University processes the following categories of personal data of participants in the electronic application for participation in Lifelong learning:

1. Identification data
2. Contact details
3. Details of previous education.

### **Legal grounds for processing personal data**

The personal data of the participants in the Lifelong learning programme are processed pursuant to Article 6(1)(b) of the General Regulation, i.e. the processing is necessary for the performance of a contract to which the data subject is a party.

### **Transmission of personal data**

The Data Controller does not transfer the personal data of Lifelong learning programme participants to third parties, abroad or to international organisations.

### **Period of storage of personal data**

The controller will process the personal data of the Lifelong learning programme participants according to the file mark 4.3.1 of Annex 1 of the MU Directive 2/2016 Rules of Procedure - the participant's file will be stored in the MU Faculty of Arts file room for 10 years and then transferred to the MU Archives as archival material.

### **Rights of the data subject**

The data subject has the following rights under the General Data Protection Regulation

- withdraw consent to the processing of personal data,
- request access to personal data,

- request correction or deletion of personal data,
- require restrictions on processing, and
- object to the processing of personal data concerning him or her.

### **Exercise of data subject rights**

The data subject is entitled to exercise his or her rights under the General Data Protection Regulation against the controller, either

- by a written request with a certified signature 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 application in the form of an e-mail message from the MU institutional electronic address to the following address: [poverenec@muni.cz](mailto:poverenec@muni.cz).

### **The right to file a complaint with a supervisory authority**

The data subject has the right to file a request or complaint about the processing of personal data with a 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](http://www.uoou.cz), electronic address [posta@uoou.cz](mailto:posta@uoou.cz).

### **Taking photographs and videos**

The data subject acknowledges that during the lifelong learning programme Scriptorium Brunense, photo documentation and video recordings of a reportage nature will be made and as such they will be published on the Masaryk University institutional website and on social networks managed by the Department of Auxiliary Historical Sciences and Archive Studies, Faculty of Arts, Masaryk University (facebook, youtube, etc.), for a period of two years from the beginning of the summer school, i.e. from 27.6.2022 to 27.6.2024. Due to the overall nature of the photographs and video recordings thus obtained, in which the participants of the lifelong learning programme Scriptorium Brunense will not be displayed in the form of a portrait and the published documentation will not be provided with data that would lead to their unambiguous identification (name, surname, university number, etc.). in the sense of § 84 of Act No. 89/2012 Coll., the Civil Code, the taking and subsequent processing of this documentation is not conditioned by the consent of the data subject.

### **Detailed information for data subjects**

[Information on the processing and protection of personal data at MU](#)

[Information for data subjects to exercise their rights](#)

Brno 1. 3. 2022