

Application for accommodation in 2024/2025 - filing after 25.8.2024

Surname First name Date of birth

Permanent Address:

Street..... House no. City.....

Postcode..... State Citizenship.....

Travel document (passport/identity card)..... Travel document no.

Visa no.

Optional information – by filling the form you grant the TUL permission to your personal data management

Contact information:

Phone number E-mail address

Faculty:

Year of study:

Accommodation in 2023/2024:

Building: **Room no.:**

Requested roommate:

Surname, first name

Requested accommodation:

Building: **Room no.:**

Requested roommate in the next room:

.....

Přidělená kolej

I affirm that: All data given in this Application form correspond to the facts
I will follow all rules of the „Campus Regulations“ and „TU Liberec Student Campus Accommodation Agreement“

Data Protection and Personal Data Management Guidelines

By filling in and signing this application for accommodation, I acknowledge the following:

The details provided by the applicant in this application are personal data within the meaning of Act No. 101/2002 Coll., On the Protection of Personal Data and on Amendments to Certain Acts, as amended (the Personal Data Protection Act) and within the meaning of the General Regulation on the Protection of Personal Data No. 2016/679 (GDPR).

Personal data manager and management purpose

The **Technical University of Liberec**, with its registered office at Studentská 1402/2, 461 17 Liberec 1, ID 6747885, is authorized to act as a **personal data manager** in accordance with the Personal Data Protection Act and as of 25 May 2018, in accordance with the General Regulation on Personal Data Protection (GDPR) to process personal information listed in the accommodation application for the **purpose of managing** the application for accommodation at the TUL dormitories, for the subsequent conclusion of an accommodation agreement and for the provision of accommodation services.

Legal reasons for data management

The management of personal data is necessary for the dealing with the application for accommodation and for the conclusion and fulfilment of the accommodation contract, and also for the fulfilment of legal obligations of the TUL, especially in connection with the accommodation of foreigners pursuant to Act No. 326/1999 Coll., On the Residence of Foreign Nationals and for the purposes of performance of legal obligations to provide assistance to the Police of the Czech Republic, and also due to the TUL's legitimate interests in connection with the provision of accommodation services, especially for the TUL property protection, maintenance of the debtor records and for the performance or defence of our legal claims. In the case of failure to provide/to fill in the application, it will not be possible to process the application and enter into an accommodation agreement.

By filling in the information marked as "optional" in the application, you agree that the TUL will use it for the purpose of processing your accommodation application, conclusion of the contract for accommodation and provision of accommodation services. In the event that you do not fill out the optional data, this will not affect the success of your application; only your specific accommodation requirements will not be taken into account.

Scope of information and information management time

Personal data are processed for the above mentioned purposes within the scope and for the time necessary to achieve the above listed purposes. In the event that the accommodation agreement is not concluded, the personal data listed in this application will be managed for a period of 6 months from the last day of the period in which the applicant is required to enter into the dormitory accommodation. In the event of the accommodation agreement conclusion, the personal data will be managed for a period of three years after the end of the accommodation provision, or for the period necessary to claim the TUL's legal entitlements in connection with the accommodation provision, and, in the case of foreign nationals, for the statutory period of the stay under the Act On the Residence of Foreign Nationals, i.e. for 6 years after the end of the accommodation provision. After these deadlines, the saved personal information will be erased.

Categories of personal data recipients

The provided personal data are managed directly by the appointed TUL staff and are handed over only to provide necessary assistance to the Police of the Czech Republic, and in the case of foreigners, personal data are transferred to the competent authorities of the Czech Republic for the purposes of issuing visas and residence permits.

Information on the rights of the data subjects

Data subjects have the following rights, provided they prove their identity:

1. Right to access the personal data (GDPR, Article 15) under which data subjects have the right to obtain from the TUL:
 - a. confirmation that the TUL manages their personal information,
 - b. information on the data management purposes, categories of data concerned, the recipients or categories of recipients of personal data that have been or will be made available, the scheduled time of data management, and data subjects' rights.
2. Right to correct inaccurate or incomplete data (GDPR, Article 16). Data subjects are also required to notify the TUL of any change in personal data and to prove that such a change has occurred, to provide the TUL with the necessary assistance if inaccuracies are identified in the data the TUL manages. The TUL will correct the data without undue delay, but with regard to available technologies.
3. Right to data erasure (GDPR, Article 17). If the TUL does not establish overriding legitimate grounds for the management of personal data, data subjects have the right to request their erasure. Personal data will be erased or anonymized without undue delay, taking into account available technologies.
4. Right to restrict the data management (GDPR, Article 18) if the data subjects deny the accuracy of personal data, the reasons and the purpose of processing, or oppose the processing thereof.
5. Right to notify the rectification, erasure of personal data, or restriction of processing thereof (GDPR, Article 19) by the TUL as a personal data controller, unless this proves impossible or requires unreasonable effort.
6. Right to portability of personal data (GDPR, Article 20) provided under consent or contract and managed by the TUL in a machine-readable format, including the right to obtain such personal data in a structured, commonly used and machine-readable format, and the right to request the TUL to transmit these data to another controller appointed by the data subject, if that is technically feasible.
7. Right to object to the management of personal data (GDPR, Article 21) processed for legitimate purposes of the TUL. The TUL shall no longer process the data unless it demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of data subjects or for the establishment, exercise or defence of the TUL legal claims.
8. Right to withdraw the consent to personal data management (GDPR, Article 7).
9. Right not to be subject to a decision based solely on automated processing, including profiling, which produces legal effects or similarly significantly affects the data subject (GDPR, Article 22). The TUL does not perform any fully automated decision-making without the influence of human judgment which would have legal or other significant effects on the data subjects.
10. Right to approach the Office for Personal Data Protection.

Subjects can contact the appointed manager of the personal data protection at this address:

Technical University of Liberec
Personal data protection manager
Studentská 1402/2, 461 17 Liberec 1

In
Place Date

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Signature of applicant

*1) the possibility to have a single room depends on the number of applications for accommodation