



PERSONAL DATA PROTECTION

(GDPR)

The security of your personal data is a priority for us. We place maximum emphasis on its protection and below we describe the way personal data is handled in our company.

Information obligation of the controller

In connection with Regulation (EU) 2016/679 of the European Parliament and of the Council 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 Data Protection Regulation), as amended (hereinafter referred to as the GDPR Regulation), we would like to inform you about how our school processes your personal data.

2) Personal data controller, data subject

The controller of your personal data is the company Wonderland Academy Primary School, s.r.o. with registered office: U Školky 880, Prague 4 - Šeberov, 149 00, Company ID: 28895410. Contact the Administrator in matters of personal data protection: Documentary form: Mílová 697, Prague 4 - Libuš, 142 00 Electronic form: info@wonderlandacademy.cz The data subject is the natural person to whom the personal data relate.

2) Personal data protection officer

At the Wonderland Academy Elementary School, s.r.o., the tasks of the personal data protection officer are performed by the deputy director for administrative matters Klára Kosová, e-mail address: poverenec_gdpr@wonderlandacademy.cz, telephone: 734 357 578.

Personal data protection officer:

- Provides advice and consultations regarding the fulfillment of obligations related to the processing of personal data to everyone in this school facility.
- Checks compliance of personal data processing (activities of the controller or processor) with the current version of the personal data protection legislation.
- Cooperates with the Personal Data Protection Office (ÚOOÚ).
- Provides assistance to data subjects (students, legal representatives, employees and others) in exercising their rights.
- Maintains and manages files on individual personal data processing.

The Commissioner will professionally evaluate your questions, requests and suggestions, forward them to the controller along with a recommendation on how to resolve them, and possibly provide you with basic information and consultation. He is bound by confidentiality and also maintains confidentiality regarding complaints. However, the controller is solely responsible for handling your questions, suggestions, objections and requests.

3) What information about you do we process and why

This is data from the first contact forms – Contact form, Question or comment and Non-binding application. a) Identification data: We need your basic identification data (name, surname) to be able to communicate with you properly, handle your requests, questions and comments. Extended identification data (date of birth, personal identification number) are necessary for the correct identification of an individual in the event that the name and surname and/or date of birth match, (nationality, citizenship) are important for the choice of communication language.



b) Address data: We process your address data (street name, street number, city, postal code) so that we can send you information in the event of a malfunctioning or incorrectly entered e-mail or telephone contact. At the same time, we need them so that, based on your interest in concluding a Contract for the provision of primary education at our school and in the event of the initiation of an administrative procedure, we can send you mandatory documents according to the applicable Education Act.

c) Contact details: We use your contact details (telephone number and e-mail) to contact you, answer your questions and send or communicate important information to you.

d) Cookies: To make your navigation on our website easier and more pleasant, and to constantly improve our website, we also process cookies. If you want to read more about cookies, click here.

4) How we further process your personal data

The procedure of the school, its employees, or other entities in handling your personal data is governed by the General Data Protection Regulation (GDPR), which sets out in particular the rules for obtaining, collecting, storing, using, disseminating and preserving the personal data of pupils and legal representatives.

5) Basic information on the protection of personal data for legal representatives

1. General Regulation The General Data Protection Regulation or GDPR is a comprehensive set of data protection rules in the EU. The school is obliged to comply with this regulation. The aim is to protect the rights of students and their legal representatives against unauthorized handling of their data and personal data, and to give them greater control over what happens to their data.

2. Reasons for processing personal data Personal data may only be processed at school:

- on the basis of a legal regulation (especially the Education Act, special laws)
- in the public interest, in the exercise of public authority
- on the basis of the informed consent of students, legal representatives of students

The school principal strictly prohibits the transfer of students' personal data to third parties under private law (offers of aids, books, activities for students).

Personal data processed on the basis of the Education Act:

- keeping school registers, keeping class books, records from pedagogical councils
- documents related to the admission of children, pupils, students to education
- accident book and records of children's injuries, records of medical opinions
- records of a pupil's studies - admission, course, completion of studies, certificates, child's registration forms



Personal data processed in the public interest or in the exercise of public authority:

- submission to state administration bodies (ČŠI, MEYS, regional office) • submission of data to the district archive

Personal data processed under special laws

- initiatives for OSPOD • data submitted to the CSSA, health insurance companies • documents of pupils for examination in PPP • data on the health fitness of a child or pupil at recovery events

Personal data processed on the basis of informed consent

- lists of pupils at competitions and olympiads • lists of pupils at extracurricular events and foreign trips • names of persons who will pick up the child from kindergarten, primary school, after-school care • contact information for legal representatives • photographs for the purpose of promoting or increasing students' interest in studying at a given school • publication of students' artwork and similar works at exhibitions and parades • recordings from the school's camera system taken for the purpose of students' safety and protection of their property • audio and video recordings from school events • information on the child's health • bank account number of legal representatives for the purpose of school invoicing

3. The data subject (student, legal representative) has the right to:

- The right to be informed about the processing of their personal data - this means the right to certain information about the processing of their personal data • The right to correct inaccurate personal data concerning them • The right to erasure (to be forgotten) - this right does not apply to lawful data processing (e.g. processing of personal data based on the Education Act) • The right to object to processing personal data - this right does not apply to lawful data processing (e.g. processing of personal data on the basis of the Education Act) • Right to withdraw consent to the processing of personal data

The school shall handle the data subject's request without undue delay, no later than within 1 month. In exceptional cases, the deadline may be extended to 2 months.

Information provided to pupils and pupils' legal representatives shall be provided and made free of charge. Only in cases where the requests submitted by the data subject are manifestly unfounded or disproportionate, in particular because they are repeated, may the school principal decide to impose a reasonable fee or refuse to comply with the request. The administrator shall prove manifest unfoundedness. In such a case, the amount of the fee shall be governed by the scale of fees for the provision of information pursuant to Act No. 106/1999 Coll., on free access to information. 4. Application submission



Paper form: Mílová 697, Prague 4 – Libuš, 142 00 Electronic form: info@wonderlandacademy.cz

5. How long do we keep your personal data

The personal data of pupils and legal guardians is processed by the Wonderland academy s.r.o Elementary School during the period of the pupil's studies at the school and further in accordance with the obligation arising from Decree No. 364/2005 Coll., the Education Act, on keeping documentation of schools and school facilities and school registers and on transferring data from documentation of schools and school facilities and from the school registers.

6. What to do if you believe that we are not processing your personal data in accordance with legal regulations

In such a case, you can contact our Data Protection Officer or you have the right to file a complaint with the supervisory authority, which is the Office for Personal Data Protection, with its registered office at: Pplk. Sochora 27, 170 00 Prague 7, telephone: +420 234 665 111 (switchboard), fax: +420 234 665 444, electronic filing office (processes notifications received at the electronic address of the office), e-mail: posta@uouu.cz; data box: qkbaa2n, website: <https://www.uouu.cz>.

7. Personal data protection

The school has created a system for securing personal data protection:

- storing documents according to the file and shredding rules
- a newly created position of a Data Protection Officer, who performs an independent control function of personal data protection in the school
- personal responsibility of persons who keep the school register
- collecting only necessary personal data (for example, a list of pupils without personal identification numbers)
- shredding data that is no longer needed
- maintaining confidentiality of data
- not providing data to persons outside the educational process
- the school rules contain rules on the protection of personality in the school
- the purpose and method of operating the camera system are determined
- protection of personal data when working with IT equipment

Documents for exercising your rights:

1. consent to the processing of personal data 2. request for information 3. request for deletion of personal data 4. request for checking the timeliness of personal data 5. request for restriction of processing 6. request for correction of personal data 7. objection to processing