

## Personal Data at School - Table

Document	Purpose of processing	Data	Recipient	Act/consent	Protection and securing
<b>School obligatory documentation</b>					
Records of children, pupils or students (school register)	School obligatory documentation	Personal and sensitive data of children, pupils and students	School Headmaster Appointed pedagogical staff	Section 28(1)(b) of the Education Act	School Headmaster's directive on keeping a school register Confidentiality obligation
Documents on admission of children, pupils, students and applicants for education, on the course of education and its termination;	School obligatory documentation	Personal and sensitive data of children, pupils and students	School Headmaster Appointed pedagogical staff	Section 28(1)(c) of the Education Act	Files and Shredding Rules
Graduation exam	Data related to the graduation exam that the school submits to the Centre for Education Results Determination	Personal data of pupils	Centre	Section 60a and Section 81 of the Act No. 561/2004 Coll., Education Act Regulation no. 353/2016 Coll.	Files and Shredding Rules Confidentiality obligation
Class Register, which contains conclusive data on the education provided and its course,	School obligatory documentation	Personal and sensitive data of children, pupils and students	School Headmaster Appointed pedagogical staff	Section 28(1)(f) of the Education Act	Files and Shredding Rules
Minutes of Pedagogical Boards;	School obligatory documentation	Personal and sensitive data of children, pupils and students	School Headmaster Appointed pedagogical staff	Section 28(1)(h) of the Education Act	Files and Shredding Rules
Injury Book and records of injuries of children, pupils and students, and/or also medical assessments	School obligatory documentation	Personal and sensitive data of children, pupils and students	School Headmaster Appointed pedagogical staff	Section 28(1)(i) of the Education Act	Files and Shredding Rules Confidentiality obligation
HR and payroll documentation	School obligatory documentation	Personal and sensitive data of employees	School Headmaster Accountant/Economist	Section 28(1)(k) of the Education Act	Files and Shredding Rules Work responsibilities Confidentiality obligation

Further education of pedagogical staff	Data collected in compliance with the further education of pedagogical staff	Personal data of pedagogical staff	Institutions for further education of pedagogical staff	Section 24 and Section 29 of the Act No. 563/2004 Coll., on pedagogical workers	Files and Shredding Rules
<b>Other documentation of children, pupils, students and their legal representatives</b>					
Information on children/pupils beyond the school register	Initiatives for action of OSPOD (the Authority for Social-Legal Protection of Children) Initiatives for action of the Infringement Board Pupils' source documents for examination in the Pedagogical-Psychological Advisory Centre Reporting of offences, unexcused absence	Personal and sensitive data of children, pupils and students	OSPOD Advisory Centre Municipality III Police of the Czech Republic	Act No. 359/1999 Coll., on social-legal protection of children Section 201 of Act No. 40/2009 Coll., the Criminal Code Section 182a of Act No. 564/2001 Coll., the Education Act	Files and Shredding Rules Confidentiality obligation Work responsibilities
Information on children/pupils beyond the school register	School canteen (not a part of the school)	Pupil's name and surname Date of birth	Board provider		
Data on medical fitness of the child/pupil	Data on medial fitness of the child/pupil who participates in outdoor instruction or a recovery event	Personal and sensitive data of children, pupils	Czech School Inspectorate	Sections 9 to 11 of Act No. 258/2000 Coll., on public health protection	School Headmaster's directive on extra-curricular activities
Lists of pupils and employees	Organisation of extra-curricular activities and foreign trips, discount vouchers for a collective ticket Organisation of competitions and school "Olympics" Provision of personal data to the ITIC and ISIC services provider	Pupil's name and surname Date of birth Birth number, passport number	Accommodation facility Carrier of the Association of School Sports Clubs Organiser of competitions and school "Olympics" Travel agency Educational agencies	Informed consent	Files and Shredding Rules Work responsibilities Confidentiality obligation
Lists of legal representatives and other persons beyond	Contact details of legal representatives	List of pupils Phone numbers of pupils or pupils'	School	Informed consent	Files and Shredding Rules Work responsibilities

the school register framework		legal representatives Address of parents (if different from the pupil's address)			Confidentiality obligation
Pictures, videos	pictures for the purpose of promotion or increasing the pupils' interest in the studies at the school, picture of a school pupil on the notice board in the School Headmaster's Office, year and graduation pictures, school yearbook		School website and social media notice boards, School Headmaster's Office	Informed consent	Suitability of the pictures
Pictures, videos	Pictures for the purpose of execution or protection of a person's rights (record of bullying or other illegal acts, injury-related documentation, etc.)			Section 87, Section 88 and Section 89 of Act No. 89/2012 Coll., the Civil Code	Files and Shredding Rules Work responsibilities Confidentiality obligation
Pictures, videos	Pictures from public events held by the school for journalistic or reporting purposes		School website and social media , notice boards	Section 87, Section 88 and Section 89 of Act No. 89/2012 Coll., the Civil Code	Suitability of the pictures
Works of art and other similar works, works of music	Publishing of pupils' works of art and other similar works at exhibitions and shows	Pupil's name and surname	School	Informed consent	
Using the name and surname for the school e-mail	Using the name and surname for the school e-mail in the following form: <a href="mailto:name.surname@is-ostrava.cz">name.surname@is-ostrava.cz</a>	Pupil's name and surname	School	Informed consent	
Library system	Using the name and surname	Pupil's name and surname	School	Informed consent	
Provision of subsidies from EU operational programmes	Processing of personal data within the provision of subsidies from EU operational programmes		School and national agencies of the programme	Informed consent Exception in Article 125(2)(d) and (e) of Regulation (EU) No. 1303/2013 of the European Parliament and of the Council	Files and Shredding Rules Confidentiality obligation
<b>Other documents ensuring the efficiency</b>					

<b>and safety of the school/school facility</b>					
Accounting and tax documents	Economic agendas	Name and surname, address	Supplier Customer	Act No. 563/1991 Coll., on accounting	Accounting documents circulation regulation Files and Shredding Rules Work responsibilities Confidentiality obligation
Statements and summaries	Statutory obligation	Employee's personal data	Czech Social Security Administration Health Insurance Company	Act No. 582/1991 Coll., on organisation and implementation of social security Act No. 48/1997 Coll., on public health insurance	Files and Shredding Rules Work responsibilities Confidentiality obligation
Contracts	Records of contracts	name, surname, address, date of birth	Contracting parties	Act No. 89/2012 Coll., the Civil Code	Contractual terms and conditions
Gifts	Gifts provided to the school	name and surname, address	School/school facility	Act No. 89/2012 Coll., the Civil Code, and related Act No. 250/2000 Coll., on budget rules of territorial budgets	Contractual terms and conditions
Stamps	Records pursuant to the Files Rules	stamp number, name, surname	Accountant/Economist	Act no. 97/1974 Coll., on archiving	Files and Shredding Rules Work responsibilities Confidentiality obligation