

## **Lessons to support the study of people with specific needs - evidence of the existence of specific needs:**

The University of West Bohemia in Pilsen (hereinafter referred to as the UWB) with its registered office at Univerzitní 2732/8, 301 00, Plzeň, IČ: 49777513 as an administrator is obligatory in accordance with § 21 par. e) of Act No. 111/1998 Coll., on Higher Education Institutions (hereinafter referred to as ZoVŠ) and in accordance with the Methodological Instruction for Financing Increased Study Costs for Students with Special Needs of the Ministry of Education, Youth and Sports the scope of one of the following documents, which will prove the existence of your specific need:

- proof of disability
- proof of invalidity of any degree
- evidence of a specific learning disability identified on the basis of generally agreed diagnostic results in specified psychometric tests
- medical report
- proof of a specific learning disability
- decision of the Association of Service Providers for Students with Special Needs

The UWB processes the personal data provided by you on the document submitted by you (see above) concerning, in particular, your state of health in order to be able to take all available measures to equalize opportunities to study at a university. Thus, the processing of personal data and personal data on health status takes place within the framework of fulfilling the legal obligation so that your specific needs are taken into account both within the admission procedure and subsequently during your studies at the UWB.

In order to obtain a financial contribution for students and applicants with specific needs, the UWB is in accordance with § 21 par. e) ZoVŠ is bound by the instructions of the Ministry of Education, Youth and Sports, which stipulate the need to submit one of the above-mentioned documents to check the legitimacy of the request and the subsequent provision of the subsidy. As part of this agenda, the administrator (UWB) keeps records of applicants or students with special needs, which includes the personal data described in this paragraph. The processing of personal data stated in the document submitted by you is necessary for the purposes of fulfilling the obligations of the administrator (UWB) in the field of social protection in the intentions of Article 9 of Regulation No. 2016/679 of the European Parliament and Council of 27 April 2016 (GDPR).

The UWB processes the above personal data for a period of 5 years. In accordance with the valid legislation and instructions of the Ministry of Education, the UWB is entitled to use your personal data within the purposes specified in the previous paragraph, or for the legitimate needs of state authorities and authorities active in criminal proceedings.

In case of questions concerning the processing and protection of personal data at the UWB, please contact the UWB's Commissioner for Personal Data Protection, e-mail [gdpr@service.zcu.cz](mailto:gdpr@service.zcu.cz), tel .: 377 631 009.

In case of failure of your complaint or grievance regarding the processing of your personal data submitted to the UWB, you can contact the supervisory authority, which is the Office for Personal Data Protection located at Lt. Col. Sochora 27, 170 00 Prague 7 (<https://www.uoou.cz/>).