**Annex no. 1 – a model form for consent to the processing of personal data**

**Consent to the processing of personal data**

**I, the undersigned,**

 Name and surname: ..………………………………………………………………………………

 Date of birth: …………………………………………………………………………………………..

 Permanent residence: ……………………………………………………………………………..

**as a data subject, I hereby grant to the University of South Bohemia in České Budějovice, Branišovská 1645/31a, 370 05 České Budějovice, Identification number: 60076658 (hereinafter the Controller) consent to the processing of my personal data, under the conditions given below:**

1. **Personal data to be processed:**

List the specific personal data to be processed (name, surname, title, date and place of birth, nationality, place of permanent residence, marital status, identity card number, bank account number, telephone, e-mail address...)

This consent is valid only if my personal data are processed exclusively in the extent required to achieve the purpose of processing stated below and in compliance with the applicable legislation.

1. **The Purpose of Personal Data Processing is as follows:**

Give the specific purpose of processing, such as: personnel agenda records, a job applicant database, records of XY grant applications, etc.

1. **Personal data recipients**

Where applicable, state the following provision: “Personal details provided to the Controller based on this consent shall not be transferred to any third party” or “Personal data can be provided to the following third parties:” provide a list.

1. **The period of personal data processing is as follows:**

Give the period of personal data processing – e.g. “over the term of the labour-law relationship” or “for one year after the consent was given” (this depends on the nature of consent, nevertheless, the period of consent must always be reasonable and limited, it cannot be given for an unlimited period”).

1. **Information provided to the data subject and the rights of the data subject**

In relation to processed personal data, you may exercise the following rights with the Controller:

* 1. **right of access to personal data** – you have the right to obtain from the controller processing your data confirmation as to whether or not your personal data are being processed, and, where that is the case, you have the right to know the purpose of the processing, the categories of personal data concerned, the recipients or categories of recipients concerned, information on the transfer of personal data to third countries, information on the period for which the personal data will be stored, on the right to lodge a complaint with the Office for Personal Data Protection, information on the source of personal data, information on automated decision-making, including profiling,
	2. **right to rectification** – right to rectification of inaccurate or incomplete personal data,
	3. **right to erasure (right to be forgotten)** – relates to the obligation of the Controller to erase processed personal data; however, this right is not always applicable, as there are cases when the Controller must process personal data for due performance of its duties (compliance with a legal obligation),
	4. **right to restrict processing** – can be exercised if you do not want the Controller to process personal data for purposes other than meeting required legal obligations,
	5. **right to data portability** – you may require that the Controller transfer your personal data to another Controller designated by you, unless there is a lawful impediment to such transfer,
	6. **right to object** – such objection may be raised in case you believe the Controller is processing your personal data unlawfully;
	7. **right not to be subject to any decision-making based solely on automated processing** – the objection may also be raised directly against automated decision-making and profiling
	8. **right to lodge a complaint with the Office for Personal Data Protection** – you may address your requests, input or complaints to the Office for Personal Data Protection, Pplk. Sochora 27, 170 00 Praha 7, website <https://www.uoou.cz>

If you exercise any of the rights in relation to processed personal data, we shall notify you of the resolution of your requirement within one month of the service of your request. This period may be extended by up to two months depending on the complexity and number of requests being dealt with.

You may exercise your rights with the Data Protection Officer by e-mail at poverenec@jcu.cz or via a data box vu8j9dv. You may also contact the data protection officer by sending a physical document (on paper) to the address of the seat of the Controller.

Rights may be exercised free of charge. The Controller may require a fee for processing the requirement in case the requirement is clearly unfounded or unreasonable because it is requested repeatedly.

More detailed rules regarding the exercise of your rights are available at: <https://www.jcu.cz/ochrana-osobnich-udaju>

1. **Withdrawal of consent**

All consent granted by the data subject to the Controller is voluntary and may be withdrawn in part or in full at any time. Withdrawal may be done as follows:

* personally at give details of the given unit
* using a reliable form of electronic communication (the Controller reserves the right to subsequently verify the identity of the data subject),
* in physical form (on paper) at the address of the seat of the Controller.

I acknowledge that the withdrawal of the present consent may have an impact on fulfilling the purpose for which the consent was given if this purpose cannot be achieved otherwise.

The withdrawal of consent is without prejudice to the lawfulness of processing based on consent granted before such withdrawal.

In České Budějovice, on ………………………. ……………………………………………………………….

 Signature