

SAIA, n. o. Terms and Conditions concerning the on-line services

English version of this document is informative only; the Slovak version is binding

1. General Terms and Conditions for Using Websites and Portals
Administered by SAIA, n. o. (in force since September 21st, 2018)
2. Terms and Conditions of Personal Data Processing in SAIA, n. o.
(in force since April 6th, 2020)

General Terms and Conditions for Using Websites and Portals Administered by SAIA, n. o.

1. These General Terms and Conditions (hereinafter referred to as the “Contract”) form the legal basis for visitors and users (hereinafter referred to as the “User”) of websites and portals (hereinafter referred to as the “Websites”, unless otherwise specified herein) owned or administered (managed) by SAIA, n. o., with its registered office at Sasinkova 10, 812 20 Bratislava 1, Slovakia, Company ID No.: 31821596 (hereinafter referred to as “SAIA Owned”, unless otherwise specified herein)¹. By using these Websites, passively or actively (e.g. browsing the Websites, or filling and submitting forms on these Websites), the Users undertake to comply with and agree to these Terms and Conditions.
2. Information about study, research as well as educational activities in the broadest sense is provided in a non-commercial way via the SAIA Owned Websites. Unless explicitly stated otherwise herein, the information provided is not legally binding, and SAIA, n. o., does not assume any liability for damages caused by the use of the respective information for any purposes.
3. The scholarship or grant offers published on the SAIA Owned Websites contain procedures and rules applied in selection procedures, however, there is no legal entitlement to scholarships or grants. Any costs associated with actions related to the application for the candidate’s scholarship, grant or stay, submitted by the candidate based on the information published on the SAIA Owned Websites, shall be borne by the candidates themselves, and SAIA, n. o., shall not reimburse any related costs (not even if the respective application is rejected). In addition, SAIA, n. o., is not liable for any damages in the cases where the User has relied on the information of a third party taken from or referring to the sources of SAIA, n. o.
4. Also the information about Users are processed via the SAIA Owned Websites in a way and for purposes specified herein or in special terms and conditions published by SAIA². The User confirms by using the SAIA Owned Websites that he/she has familiarised himself/herself with these Terms and Conditions and agrees to apply them in a way as stated.
5. Without the SAIA’s explicit consent, any and all processed information, publicly available on the Websites, generated, processed or owned by SAIA, may only be distributed for non-commercial purposes (the use of information cannot be a base for generating income or creating any profit-making activity). Otherwise, a written consent of SAIA, n. o., to the use of information is required. Also, when any information from the SAIA Owned Websites is downloaded (used) by any other person, SAIA, n. o., must be indicated as a source of information (e.g. “taken over from SAIA, n. o. – www.saia.sk” must be stated), and also the time when the information was taken over from the source must be provided.

¹ As of 1 July 2018, it involves the following Websites (including their language versions): www.saia.sk, www.granty.saia.sk, www.grants.saia.sk, www.stipendia.sk (or alternatively www.scholarships.sk), www.aktion.saia.sk, www.ceepus.saia.sk, www.euraxess.sk, www.sciex.saia.sk, www.spehp.saia.sk (or alternatively www.eeagrants.saia.sk), www.euraxess-reflex.saia.sk (or alternatively www.euraxess-reflex.eu). The provided list is not exhaustive and may be changed in time – the SAIA Owned Websites are always marked accordingly.

² E.g. the Special Terms and Conditions for the Use of Database of Scholarships and Grants of SAIA, n. o., or the Personal Data Protection Rules within SAIA, n. o., or the respective scholarship/grant offers, where SAIA is involved in the administration of the selection procedure or scholarship provision.

6. By using the SAIA Owned Websites, passively or actively (e.g. browsing the Websites, or filling and submitting forms on these Websites), the Users confirm that they have familiarised themselves with and agree to the following Cookie Policy:
- a. The User acknowledges and agrees by the use of the SAIA Owned Websites that the SAIA Owned Websites use various cookies and other tracking technologies specified further herein. Web browsers (Internet Explorer, Mozilla Firefox, Google Chrome, etc.) support the administration of cookies. The User can manually delete, block, or completely disable the use of individual cookies, or only block or allow them for individual websites, within the web browser settings. However, in such a case, SAIA, n. o., cannot guarantee that all areas of the Websites remain functional, as intended, or will work properly. The method on how to block cookies depends on the browser used by the User; instructions regarding the settings in a specific browser can be found via the "Help" or equivalent menu option in your web browser.
 - b. Cookies are text files containing a small number of information that are downloaded to the User's computer, mobile or another device when visiting a website. The User who has allowed receiving cookies in his/her web browser thereby accepts the method of handling cookies on the respective website. Cookies are useful as they serve particularly to analyse our site traffic and to provide the highest comfort when using them, e.g. by enabling to remember the User for any future visit of the sites. Cookies cannot scan the computer or another device or read the data stored therein. Temporary cookies (session cookies) are always activated when visiting the site and are automatically deleted once the website browsing is completed. Persistent cookies (long-term cookies) remain in your computer or another device even after the website browsing is completed. Cookies on the SAIA Owned Websites can be used for the following purposes:
 - i. **storing the User's personal settings** – cookies help to identify the User as a unique visitor, remember his/her settings selected during the last visit, e.g. the content layout on the site, selection of a specific location or pre-filled login data;
 - ii. **creating anonymous statistical records** – during each User's visit, the Websites use analytics software storing anonymous standard cookies so that SAIA, n. o., is able to assess the site traffic, analyse the visitors' behaviour, and find out what content and information are interesting for visitors of the SAIA Owned Websites; any stored analytical information is anonymous and is used for the purposes of SAIA, n. o., with regard to the statistical evaluation of activities and operations and planning relevant changes;
 - iii. **distinguishing anonymous from logged-in visitors** – the SAIA Owned Websites may use cookies helping to recognise either an anonymous or a logged-in User and remember the User's options (e.g. the User's name), and/or enabling to use enhanced, more personalised features. Such cookies may be used for remembering changes made by the User in settings of any site (e.g. display size, display order, etc.). They can also be used for providing services requested by the User, e.g. through completing and submitting a form, etc. Data collected through such cookies is anonymised and cannot track browsing activities of a specific User on other websites;
 - iv. **targeted ad display** – advertising cookies enable to display a targeted ad on the SAIA Owned Websites based on monitoring Users' behaviour and

searching on the Internet, due to the identification in the User's browser setting. Such cookies do not identify any specific person but the settings and preferences in the web browser of any (anonymous) User or several such Users if they use the same browser of the respective computer with the same setting and access. Advertising cookies are also used to evaluate the effectiveness of any respective ad and track the number of Users that have been attracted thereby.

- v. **use of third party services** – the SAIA Owned Websites use the Google Analytics service, provided by Google Inc., that uses information in order to evaluate the use of the site and generate reports on the site visitor's activity. More information about obtaining and using the data by Google Inc., your rights and privacy protection can be found in the data privacy policy on the websites of Google Inc.
- 7. The User acknowledges that SAIA, n. o., in fulfilling its mission, also co-operates, within international networks and programmes, with other organisations, and thus, in such cases, portals and websites of other organisations may be used and shared, in which case separate legal terms and conditions apply to the Users (in particular, with regard to the personal data protection), for example:
 - a. within the programme of EURAXESS Service Centres and links to the EURAXESS European portal – <https://euraxess.ec.europa.eu/useful-information#legal-information>;
 - b. within the Action Austria – Slovakia programme and the use of the portal www.scholarships.at for submitting applications – <https://oead.at/en/privacy-policy/>;
 - c. within the Central European Exchange Programme for University Studies (CEEPUS) – www.ceepus.info/default.aspx?CMSPage=95#nbb.
 - 8. SAIA, n. o., creates profiles (accounts) and sites on social networks (e.g. Facebook, LinkedIn, Twitter). The administration of such sites and profiles as well as monitoring and processing the information published and provided there by the Users are regulated by applicable legal terms and conditions of the respective social network. In such cases, the Terms and Conditions of SAIA, n. o., provided herein shall only apply secondary, i.e. as supplementary provisions to the terms and conditions of the respective social network.
 - 9. SAIA, n. o., is entitled to amend these General Terms and Conditions for Using Websites and Portals Administered by SAIA, n. o., at any time, even without notice, by posting the new version of such Terms and Conditions on its main website www.saia.sk, unless explicitly agreed otherwise in a contract. In such a case, the Users express their consent to the new version of such Terms and Conditions by the continued use of services provided by SAIA, n. o. (i.e. by the use of the SAIA Owned Websites).
 - 10. The legally binding version shall be the version of the General Terms and Conditions for Using Websites and Portals Administered by SAIA, n. o., published by SAIA, n. o., in Slovak language. Any published translations of such General Terms and Conditions into other languages (e.g. to English or Russian) serve for information only.
 - 11. Terms and conditions that are not explicitly regulated herein, as well as contractual relations established in these General Terms and Conditions for Using Websites and Portals

Administered by SAIA, n. o., shall be governed by legal regulations applicable in the Slovak Republic (in particular, the Commercial Code), and, in the event of any disputes, such disputes shall be settled by competent authorities having the territorial jurisdiction over the seat of SAIA, n. o.

12. These General Terms and Conditions for Using Websites and Portals Administered by SAIA, n. o., were published by SAIA, n. o. on 21 September 2018 and entered into force as of the date of their publication.

Terms and Conditions of Personal Data Processing in SAIA, n. o.

Contents

Introduction.....	1
1. Controllers and Processors.....	2
2. Person Responsible for Personal Data Protection (Data Protection Officer).....	3
3. Purpose of Personal Data Processing.....	3
4. Lawfulness of Personal Data Processing	3
5. Data Processed	5
6. Data Recipients.....	7
7. Transfer of Personal Data to the Recipient in the Third Countries	10
8. Period for which the Personal Data will be Stored	10
9. Rights of Data Subjects.....	11
10. Mandatory Provision of Data Relating to Provision of Service	12
11. Automated Individual Decision-Making and Profiling.....	12

Introduction

SAIA, n. o. (Slovak Academic Information Agency) is a non-governmental non-profit organisation that has been enhancing the civil society and assisting in the internationalisation of education and science in Slovakia via its programmes and services since 1990. In compliance with the Statute of SAIA, n. o., we organise information events, promote possibilities of study and research abroad for applicants from Slovakia, as well as Slovak education and science abroad, organise selection procedures of scholarship holders and grant projects based on candidates' applications, arrange their sending abroad or admission to Slovakia in compliance with the terms and conditions of the respective programmes, and ensure the payment of the funds granted in compliance with the terms and conditions of the respective programmes that we administer. We are also responsible for effective, economical and purposeful management of the funds, having responsibility towards the institutions and organisations that have provided these funds. These activities are also related to the processing of personal data that we process in compliance with the Act No. 18/2018 Coll., on Personal Data Protection and on Amendments and Supplements to Certain Acts (hereinafter referred to as the "Personal Data Protection Act"), and Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016, on Protection of Natural Persons with regard to the Processing of Personal Data and on the Free Movement of Such Data, repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as the "GDPR").

1. Controllers and Processors

The controller for processing personal data within activities of SAIA, n. o., (unless explicitly stated otherwise) shall be:

SAIA, n. o.
Sasinkova 10
812 20 Bratislava 1
Slovakia

Company ID No.: 31821596

Main website: www.saia.sk

All persons coming into contact with personal data within SAIA, n. o., (in particular, employees, evaluators and members of the selection committees) have been properly informed about the privacy policy in the personal data obtaining and processing, and are bound by confidentiality obligation regarding the data obtained in any case, unless it is in compliance with the purpose for which they have been obtained by SAIA, n. o.

Together with SAIA, n. o., also other organisations participate in programme activities and other activities:

- ANASOFT APR, spol. s r. o., Mlynská dolina 41, 811 02 Bratislava, Slovakia, Company ID No.: 313 615 52 (more information available at www.anasoft.sk) – the role of processor in submitting applications for scholarships and grants through the website www.granty.saia.sk (in all visualisations and variations of the site),
- Ing. arch. Michal Kostovský, Wolkrova 1149/3, 851 01 Bratislava-Petržalka, Slovakia, Company ID No.: 40767132 (acting under the Max Media trademark) – the role of processor in the data collection through forms prepared and published on the websites owned by SAIA, n. o. (except for the portal www.granty.saia.sk),
- Asseco Solutions, a. s., Plynárenská 5944/7/C, 821 09 Bratislava-Ružinov, Slovakia, Company ID No.: 00 602 311 (more information available at www.assecosolutions.sk) – the role of processor in the wage and other accounting agenda processed by the Asseco WÉČKO programme,
- Microsoft Ireland Operations Limited, One Microsoft Place, South County Business Park, Leopardstown, Dublin 18, Ireland (registered at the Companies Registration Office in Ireland under number 256796, VAT registration number: IE 8256796 U, with a registered address of 70 Sir John Rogerson's Quay, Dublin 2, Ireland; <https://www.microsoft.com/sk-sk/servicesagreement/>) – especially services like Office365, Skype etc.
- Google Ireland Limited, Gordon House, Barrow Street, Dublin 4, Ireland (incorporated and operating under the laws of Ireland; <https://policies.google.com/terms?hl=sk>) – especially online services like Google Docs, Google Maps, Google Analytics, Google AdGrants, YouTube a pod.
- within the Central European Exchange Programme for University Studies (CEEPUS):
 - SAIA, n. o., is a joint controller together with other national CEEPUS offices and the Central CEEPUS Office in Vienna,
 - Central CEEPUS Office in Vienna is a processor,
 - detailed information about joint controllers and processors, as well as the contact details, are available at www.ceepus.info/default.aspx?CMSPage=95#nbb,
- within the Action Austria – Slovakia programme, co-operation in science and education:

- SAIA, n. o., and OeAD (Österreichische Austauschdienst) – Gesellschaft mit beschränkter Haftung – Austrian Agency for International Co-operation in Education and Research (OeAD-GmbH), FN 320219 k (Handelsgericht Wien), Ebendorferstraße 7, 1010 Vienna, Austria, are joint controllers. Processing of data by OeAD-GmbH shall be governed by the terms and conditions of OeAD-GmbH available at <https://oead.at/de/datenschutz/>. Data processing by SAIA, n. o., shall be governed by the terms and conditions published in this document “Terms and Conditions of Personal Data Processing in SAIA, n. o.”

2. Person Responsible for Personal Data Protection (Data Protection Officer)

The person responsible for the personal data protection in SAIA, n. o., is stated in the list of employees of SAIA, n. o., published in contact details at www.saia.sk.

3. Purpose of Personal Data Processing

SAIA, n. o., processes personal data for the following purposes:

- a) purposes arising from employment and similar relationships and the actions related thereto,
- b) management of scholarships and grants (including primarily, but not exclusively, the following activities: checking applications with regard to the conditions for the selection procedures, implementation of selection procedures, paying financial support, ensuring the scholarship holders' stays, reporting and evaluating the use of funds, enabling checks by donors of funds, enabling checks by the public in compliance with the principles of maximum transparency, and in particular, in the case of programmes financed or co-financed from public funds, etc.),
- c) provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events,
- d) ensuring proper functioning of the websites and IT systems, and their optimisation with regard to the users,
- e) writing and publication of reports, statistical evaluation of activities and operations, analytical activities and scientific research.

4. Lawfulness of Personal Data Processing

In compliance with Article 6 of the GDPR, SAIA, n. o., processes personal data by meeting at least one of the following conditions in the specified cases:

- a) the data subject has given consent to the processing of his/her personal data for one or more specific purposes
 - a. in the event of provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events,
 - b. in rare cases, the consent may be required even for the purpose of management of scholarships and grants, in particular, when the candidates for the scholarship submit applications via a web portal other than the portal owned by SAIA, n. o. (e.g. www.scholarships.at or www.ceepus.info); however, primarily, the data in such

- a case are processed with regard to the need of performance of contracts or taking steps prior to concluding contracts,
- b) processing is necessary for the performance of a contract in which the data subject is a contracting party or in order to take steps at the request of the data subject prior to concluding the contract
 - a. it involves data processing for the purposes of management of scholarships and grants – in particular, all actions necessary for the potential achievement of the goal of awarding scholarship/grant support or carrying out the stay, or drawing the grant support (the scholarship or grant support or stay are awarded based on a contract, or based on a similar contractual relationship, with the end scholarship/grant organisation which shall pay the scholarships/grants, or which shall accept the applicants for the stays in compliance with the rules of the respective programme),
 - c) processing is necessary for compliance with the legal obligation to which the controller is subject
 - a. it involves data processing for the purposes arising from employment and similar relationships and the actions related thereto, in compliance with laws of the Slovak Republic, legally binding regulations, and the stipulated obligations of the employer, or the legal person in a similar position,
 - b. it involves data processing for the purposes of audits by national competent bodies (or similar international bodies), in compliance with applicable legislation (e.g. the Supreme Audit Office of the Slovak Republic – Najvyšší kontrolný úrad SR, the Government Audit Office of the Slovak Republic – Úrad pre vládny audit SR, etc.),
 - d) processing is necessary in order to protect the vital interests of the data subject or of another natural person
 - a. it involves data processing for the purposes of management of scholarships and grants, in particular with regard to ensuring the scholarship holders' safety in the country of their stay (e.g. provision of scholarship holders' data to the Ministry of Foreign and European Affairs of the Slovak Republic, or the embassies of the Slovak Republic in the country of the scholarship holders' stay, so that these can contact the scholarship holder in the case of emergency),
 - e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
 - a. it involves data processing for the purposes of management of scholarships and grants where such scholarships and grants are financed based on international agreements by which the Slovak Republic is bound, and whose administration, or part of the administration process, has been entrusted to SAIA, n. o., a contract with the relevant central government authority (in particular, www.minedu.sk/medzinarodne-zmluvy-a-dohovy/),
 - b. it involves data processing for the purposes of provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events (in particular, processing of information from publicly available sources about representatives and responsible persons of educational and research organisations to whom such information will assist in their development and activities),
 - f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental

rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child; in terms of SAIA, it involves:

- a. data processing for the purposes of submission of reports, statistical evaluation of activities and operations, analytical activities and scientific research,
- b. to a limited extent, it can also involve data processing for the purposes of provision of information on the internationalisation of education, international co-operation and financial support in those areas, and organisation of information and promotional events (in particular, processing of information from publicly available sources, for example, about representatives and responsible persons of educational and research organisations to whom such information will assist in their development and activities).

5. Data Processed

Regarding the fact that the data is processed separately for various purposes, we provide the scope of data processing according to such purposes:

- a) purposes arising from employment and similar relationships and the actions related thereto,
 - a. the scope of the data processing is specified in applicable legal regulations, in particular:
 - i. Labour Code and labour legislation derived thereof,
 - ii. Act on Social Insurance,
 - iii. Act on Public Health Insurance,
 - iv. Income Tax Act,
 - b. the scope of the data processing is also specified in the employment contract (or a similar contract).
- b) management of scholarships and grants (including primarily, but not exclusively, the following activities: checking applications with regard to the conditions of the selection procedures, implementation of selection procedures, paying financial support, ensuring the scholarship holders' stays, reporting and evaluating the use of funds, enabling checks by donors of funds, enabling checks by the public in compliance with the principles of maximum transparency, and in particular, in the case of programmes financed or co-financed from public funds, etc.),
 - a. the scope of the data processed in the case of registration in the system for the submission of applications (e.g. www.granty.saia.sk) is:
 - i. name and surname of the person, academic degrees, if applicable,
 - ii. date and place of birth,
 - iii. citizenship,
 - iv. e-mail and/or mobile number,
 - v. password for the system access.
 - b. when applying for a scholarship/grant, the extent of the data processed is specified by the respective application for a scholarship/grant in the respective programme or the respective scholarship offer in which the candidate is interested. Such applications usually contain the following data or groups of data (the following list is informative only, not exhaustive):
 - i. basic information about the applicant (usually, but not exclusively, name, surname, permanent residence address, postal address, e-mail, education completed, current place of study/work – university/research organisation; CV, publications),

- ii. in the case of scholarships:
 - 1. information about the planned stay (information about the applicant's host institution, planned period of the stay, study/research programme, motivation, recommendation letters, letter of acceptance, etc.),
 - 2. information about the previous study/research/lecture or similar stays abroad, or information about parallel planned stays or scholarships,
 - 3. only in the case, where the candidate is explicitly obliged to do so in connection with the stay, SAIA, n. o., may require a health certificate from the candidate – in this case, the candidate shall be informed of such a request before submitting the application and SAIA will require applicant's special consent to process such type of data,
- iii. within grants:
 - 1. information about project partners (in particular, institutions, names of persons, their positions within the project and CVs/publication or other relevant activities, contact data, etc.),
 - 2. consents of involved institutions issued by their representatives (usually containing name and surname of the institution's representative, name and address of the institution, and signature).
- c. in electronic systems (in particular, systems administrating the submission of applications and providing evaluation and selection of applications), the user's activities may be automatically logged, with the information being necessary to ensure and verify processes for the scholarship and grant management, and to handle the data contained in such systems; in the logs, mainly the following types of information may be stored:
 - i. type and version of the web browser used,
 - ii. operating system of the computer from which the websites are accessed,
 - iii. website from which our sites were accessed (i.e. "referrers"),
 - iv. subpages visited by the user on our websites,
 - v. date and time of the visit of the website or making changes in the system (e.g. modification of application, submission of application, etc.),
 - vi. IP address of the website visitor,
 - vii. information about the Internet service provider of the website visitor,
 - viii. other similar data and information necessary for the system security in the case of attacks on our IT systems.
- c) provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events:
 - a. usually, the information that is processed contains name and surname (academic degrees), affiliation to an institution (including the name and seat of the institution, position within the institution) and contact details (e-mail, telephone number),
 - b. in cases that it is mandatory to provide some services (e.g. in connection with participation of the person in an event), also the data regarding the date and place of the person's birth, ID number, residence address, etc., may be required – in this particular case, the respective person shall be informed of the specific need of such data and the use thereof.

- d) ensuring proper functioning of the websites and IT systems and their optimisation with regard to the users, in particular, to the following extent:
 - i. type and version of the web browser used,
 - ii. operating system of the computer from which the websites are accessed,
 - iii. website from which our sites were accessed (i.e. "referrers"),
 - iv. subpages visited by the user on our websites,
 - v. date and time of the visit of the website or making changes in the system (e.g. submission of published form),
 - vi. IP address of the website visitor,
 - vii. information about the Internet service provider of the website visitor,
 - viii. other similar data and information necessary for the system security in the case of attacks on our IT systems.

In order to ensure the proper functioning of the websites and IT systems, the cookies are used – the cookies policy is in Clause 6 of the "General Terms and Conditions for Using Websites and Portals Maintained by SAIA, n. o."

- e) submission of reports, statistical evaluation of activities and operations, analytical activities and scientific research
 - a. for that purpose, data is processed and assessed anonymously,
 - b. the exception from paragraph a. includes the following cases (closely related with, or connected to the purposes of the management of scholarships and grants):
 - i. in activity reports, if changes compared to the information published occurred when approving the scholarship/grant (published information together with the indication of changes),
 - ii. in activity reports – a list of scholarship holders/grant recipients is included as part of the statement of funds, specifying the funds paid (such list is only provided to the programme donor, usually to the Ministry of Education, Science, Research and Sport of the Slovak Republic, or to any other organisation that has provided the funds for scholarships/grants, in order to exercise control over the programme administration and the correct use of the funds entrusted for the programme, and is not published).

6. Data Recipients

SAIA shall not disclose any personal data to third parties (recipients) without the provision of personal data being in compliance with the purpose for which the data have been collected, or in the demonstrable interest of the data subject (SAIA, n. o., shall inform the data subject of the provision of the data provided in the demonstrable interest of the data subject in which case the information shall be provided in writing, usually by e-mail, unless it has been agreed in the contract that it is allowed to do so even without informing the data subject). SAIA, n. o., shall not trade with personal data (i.e., in particular, it does not buy or sell contacts or other data to other recipients, e.g. for marketing purposes).

Regarding the fact that the data for various purposes is processed by SAIA separately, we divide the data recipients according to the following purposes:

- a) purposes arising from employment and similar relationships and the actions related thereto:
 - a. all institutions where the employer is explicitly obliged to provide the data (including the cases where SAIA is in a similar position as an employer) – for example (but not

- exclusively), health insurance companies, Social Insurance Company (Sociálna poisťovňa), Financial Administration of the Slovak Republic (Finančná správa SR), etc.,
- b. the institutions where the data subject requires so in relation to an employee of SAIA (or a person in a similar relationship), or with the consent of the data subject – for example (but not exclusively), commercial insurance company, bank, etc.
- b) management of scholarships and grants – the data recipients, to the extent specified by the respective application, are:
- a. when ensuring the selection procedure:
 - i. evaluators of applications – to assess the applications,
 - ii. members of the selection committees – to select the applications,
 - iii. the public, in which case the following data is published:
 - 1. in the case of scholarships, only the data about approved/recommended candidates, and possible substitutes, with regard to exercising public control over the selection procedures and over the use of financial resources entrusted to a non-profit organisation; in such case, the extent of data is limited to the name, surname and academic degrees, if any, of the person, current place of work/study and the status within thereof, country of stay, host institution (if it is possible to identify it within the respective scholarship), scholarship type, scholarship duration (usually in months), and, if applicable, the amount of the scholarship support (if specifically approved, e.g. travel grant),
 - 2. in the case of grant (project) support, the data about approved/recommended projects, and any projects in the reserve list, in particular, the project name (including the number of the project application), institutions involved, responsible persons involved in the project solution (usually the name, surname and academic degrees, and any job position or position within the project team), approved financial support and project duration.
 - b. when awarding the scholarship/grant and subsequent payments of the scholarship/grant, or, in special cases, when ensuring/carrying out the stay:
 - i. organisations providing financial support within the programme (for example, but not exclusively, the Ministry of Education, Science, Research and Sport of the Slovak Republic, or a similar ministry or organisation providing the stay/scholarship/grant abroad, etc.),
 - ii. organisations and institutions that are responsible for the submission of applications for scholarships/grants (for example, but not exclusively, the embassies of the Slovak Republic in the country of stay, the embassy with competence for the Slovak Republic, or the Ministry of Foreign Affairs of the country in which the candidate applies for a scholarship, etc.),
 - iii. universities or host institutions in the country of stay, partner institutions in the project supported by a grant (i.e. abroad or in the territory of the Slovak Republic),
 - iv. in the case of scholarship holders coming to Slovakia from abroad: the Ministry of Interior of the Slovak Republic (Bureau of Border and Foreign Police – Úrad hraničnej a cudzineckej polície) and the Ministry of Foreign and European Affairs of the Slovak Republic (or any responsible embassy of the Slovak

Republic), in order to facilitate smooth processes related to the legal stay in the Slovak Republic,

- v. the public (to the same extent as specified in paragraph a., article iii.).
- c. when checking the correctness of the data provided by the candidate:
 - i. any institution or person indicated by the candidate in his/her application or other documents submitted (within the application process, stay and after the stay), that can approve/disapprove the correctness of information provided by the candidate, or any other relevant institution to verify such facts.

Unless explicitly stated otherwise (e.g. in the cases where the public is the data recipient), it shall be understood the data to be submitted to the aforementioned recipient to the extent specified in the application for scholarship, or grant/project application, or to the extent necessary for the specific sub-purpose (e.g. to verify specific facts).

- c) provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events:
 - a. the data shall only be provided to persons or entities if it is necessary in order to arrange an event or to document its execution,
 - b. the data of the data subject shall only be provided to participants of an event or persons other than those specified in the previous article with the consent of the data subject.
- d) ensuring proper functioning of the websites and IT systems and their optimisation with regard to the users:
 - a. no data shall be provided to third parties without the explicit consent of SAIA, n. o.; the data shall be available to companies that technically ensure correct functioning of IKT instruments, however, they are not entitled to distribute or process the data in any way other than provided for by laws, in which case they are obliged to maintain confidentiality regarding the personal data processed within activities for SAIA, n. o., and they are also obliged to take all technical measures necessary to avoid any unauthorised leakage of the data processed.
- e) presentation of reports, statistical evaluation of activities and operations, analytical activities and scientific research – in this case, the data recipient may be:
 - a. the respective donor (provider of funds for scholarships and grants) as part of the administration within demonstration and documentation of activity if they contain information about approved scholarships (data provided to the extent to which they are published to the public within the “management of scholarships and grants” purpose and specifying any changes in such information if occurred),
 - b. the public (to the extent necessary for documentation and relevant provision of information regarding SAIA’s activities in connection with activities of non-profit organisation providing services of general interest),
 - c. in the event that the data is processed for the purpose of statistical evaluation of activities and operations, analytical activities and scientific research, and such activities are made with the involvement of any contractual partners (e.g. within a project consortium, etc.), the data shall be processed and evaluated anonymously, and the contractual partners shall be bound by confidentiality obligation regarding the data they find about any individual persons if they come into contact with such information type.
- f) in general, server logs are not shared with other persons, except for control authorities within the meaning of applicable laws supervising the economical, effective and purposeful use of

funds provided to a non-profit organisation in the event that the respective check needs to be exercised, or where necessary for the purposes of legitimate interests pursued by the controller (e.g. lawsuits).

7. Transfer of Personal Data to the Recipient in the Third Countries

Pursuant to the GDPR, third countries are all the countries that are not member states of the European Union or the European Economic Area, and, thus, the GDPR does not apply to them.

SAIA, n. o., usually does not transfer personal data to a recipient in third countries. The only system exception involves the cases specified in Article 49, para. 1, letter b) of the GDPR, i.e. where the transfer is necessary for the performance of a contract between the data subject and the controller (i.e. SAIA, n. o.) or the implementation of pre-contractual measures taken at the data subject's request, and such cases are specified further in this paragraph.

In terms of SAIA, n. o., the aforementioned exception applies to specific applications for the scholarship/stay in connection with the fulfilment of the "management of scholarships and grants" purpose where, by the nature of the issue and processes, it is not possible for the candidate or scholarship holder (or a selected/recommended candidate after completion of the process in Slovakia) to provide their data directly to the scholarship or similar organisation in a third country. In such a case, SAIA, n. o., is entitled to provide the data of that person within the scope of the application for the scholarship directly or indirectly (e.g. using diplomatic channels, if established) to such scholarship or similar organisations in third countries. In doing so, the application for the scholarship for the stay in a specific country submitted by the candidate shall be considered an application for implementation of pre-contractual measures, as specified above, as the process results in entering into a contractual relation based on which the candidate for the scholarship, in the event that the scholarship is awarded, shall stay in the respective country under conditions determined by the respective organisation in the third country. If the scholarship is awarded in such a way that it is necessary to consider conditions and requirements stated by an organisation in a third country (in particular, scholarships based on bilateral or multilateral international agreements), such a scholarship award cannot be made without this data transfer, and, thus, this data transfer is mandatory.

Please note that, in this case, the candidate, before submitting the application for a scholarship, must consider the risks arising from the data transfer to the recipient in the country which he/she has chosen as a country of stay in his/her application, since, after the transfer of data to a third country, the protection of such data may not be guaranteed to the extent required by the GDPR, and the enforceability of rights under the GDPR is not possible, especially where no decision of the European Commission on the adequacy of the level of protection of personal data has been issued (more information on https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en). The decision to submit an application for a scholarship/stay in a country where the adequacy of the level of protection of personal data cannot be guaranteed is a free and voluntary choice of the candidate who is aware of the risks and consequences resulting thereof.

8. Period for which the Personal Data will be Stored

The period for which the personal data will be stored depends on the purpose of processing:

- a) purposes arising from employment and similar relationships and the actions related thereto:
 - a. storage of data shall be governed by applicable legislation requiring, in respective cases, specific periods for which the respective documentation is to be stored,
- b) management of scholarships and grants (including primarily, but not exclusively, the following activities: checking applications with regard to the conditions of the selection procedure, implementing a selection procedure, paying financial support, ensuring the scholarship holders' stay, reporting and evaluating the use of funds, enabling checks by donors of the funds, enabling checks by the public in compliance with the principles of maximum transparency, and, in particular, in the case of programmes financed or co-financed from public funds, etc.):
 - a. usually 10 years from the completion of the selection procedure (from the decision awarding/not awarding the scholarship/grant), or
 - b. usually 10 years from the completion of the stay/project for which the candidate has applied and for which the support was granted, or
 - c. usually 10 years from the last login of the candidate for a scholarship/grant into the electronic system for the submission of applications through which the candidate submitted his/her application.

The period that would end the latest, subject to the compliance with the definition, shall apply. After the expiry of the respective period, the data in applications shall be anonymised (the information about the candidate's name and surname and the permanent residence address shall be deleted), and such anonymised data may only be used for the purposes of our organisation for any research or analytical activities (according to the purpose in paragraph e) – in such case, any outputs based on such processed data do not allow, as a rule, the person's identification).

- c) provision of information on the internationalisation of education and science, international co-operation in education and science and financial support in those areas, and organisation of information and promotional events,
 - a. if it involves information that is provided via e-mails (e.g. by distributing the SAIA Bulletin or information notices), the data shall be stored until the data subject requires to remove it from the respective list of addresses for the provision of information,
 - b. if it involves data that have been obtained in connection with information and promotional events organised by SAIA, n. o., demonstrating the interest in or confirming the participation in the respective event (e.g. application forms for the event or attendance lists or lists of participants), such data shall be stored for 10 years from the end of the calendar year in which the event ended (in order to be able to prove the effective use of the resources from which the event was financed),
 - c. in other cases, the data shall be stored until the purpose is fulfilled or, where the purpose lasts without unambiguously determined date of fulfilment, for on indefinite period of time until the data subject requires the data to be deleted or until the data subject withdraws its consent,
- d) ensuring proper functioning of the websites and IT systems and their optimisation with regard to the users:
 - a. usually 5 years, if longer period is not required for the functioning of systems,
- e) presentation of reports, statistical evaluation of activities and operations, analytical activities and scientific research.

9. Rights of Data Subjects

In compliance with the GDPR, the data subject has the following rights:

- right to information and access to personal data (Art. 13 – 15 of the GDPR),
- right to rectification (Art. 16 of the GDPR, considering Art. 5, para. 1, letter d of the GDPR),
- right to erasure (Art. 17 of the GDPR, considering Art. 5, para. 1, letter d of the GDPR),
- right to restriction of processing (Art. 18 of the GDPR),
- right to data portability (Art. 20 of the GDPR),
- right to object (Art. 21 of the GDPR).

You can exercise your rights under the GDPR by sending an email to saia@saia.sk, and we will carefully deal with such a complaint and inform you about the result of our actions in the respective case. Please note that the transfer of data via the Internet (e.g. via e-mail) may have security deficiencies and that full protection against the access of third parties to the data sent this way cannot be guaranteed. Thus, we assume no liability for damages caused by such security risks. Our websites are protected by the SSL secure connections.

You, as a data subject, are also entitled to file a complaint for the violation of your rights at the supervisory authority which is represented in the Slovak Republic by: Office for Personal Data Protection of the Slovak Republic (Úrad na ochranu osobných údajov Slovenskej republiky), Hraničná 12, 820 07 Bratislava 27, Slovakia.

10. Mandatory Provision of Data Relating to Provision of Service

In the following cases, the provision of personal data by the data subject is a prerequisite for the provision of service:

- a) provision of data is required for the purpose of the management of scholarships and grants since it is a process tending to the conclusion of a contractual relationship for carrying out the stay or to award a scholarship, as the case may be,
- b) provision of data is connected with the organisation of a specific information event for which the candidate applies with binding effect, and thus creating a contractual relationship for the provision of service.

The aforementioned services cannot be provided, or the contractual relationship cannot be concluded (i.e. the scholarship cannot be awarded or the participation in an event cannot be allowed) without providing the data.

11. Automated Individual Decision-Making and Profiling

SAIA, n. o., does not use any means for automated decision-making or processing in its operations.