



ÚOCHB AV
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IOCB PRAGUE

Ústav organické chemie a biochemie
Akademie věd České republiky, v. v. i.
Institute of Organic Chemistry and Biochemistry
of the Czech Academy of Sciences

Data Usage and Privacy Statement

Purpose of Data Collection

If you wish to apply for a doctoral position at the Institute of Organic Chemistry and Biochemistry of the CAS (hereinafter "IOCB") in Prague, the Czech Republic, you will need to apply via a standardized format, which allows us to evaluate applications based on comparable information.

In the application process, we collect and process basic personal and contact data to be able to get in touch with you during the whole application process. Moreover, we ask you to list two referees who will be contacted by your selected supervisors for recommendations. Additionally, we request you to inform us how you learned about our program. This information is optional and will not have any impact on your application. We also ask you to provide information about your education, your research experience, and your research interest. This enables us to assess your academic and research performance and experience.

More information on data collection and processing is given below.

Data Processing

Collection of Data

Data is collected electronically using this Online Application System and stored on secure servers at the IOCB. The server administrators are highly committed to keeping the data safe and are undertaking measures to the best of their current knowledge and ability to prevent security breaches. However, due to the unpredictable and constantly changing nature of technology, a full guarantee of data security cannot be given.

Application Form

The following data will be collected during the registration part of the application process:

- Your full name
- Academic Title
- Date of birth
- Nationality

- Gender
- E-mail address
- Telephone number
- Skype ID
- Current contact address

We will also ask you to give us contact data of two referees and your bachelor/master degree supervisor. You will need to confirm that you have asked the referees for permission to provide their data. For each referee, we ask you to give the following data:

- Full name of the referee
- Academic title
- Their position
- University/Institution
- Work e-mail
- Work phone number

The referees and supervisor will be contacted by the IOCB group leaders or supervisors. The recommendations are confidential and not accessible to you.

The following data will be collected during the application part of the process after you submitted your registration:

- Research fields and research groups of interest
- Information on your degrees, courses, exams, and further interests related to your university degree
- A brief description of the thesis project including information about your research experience, specific skills/expertise, research accomplishments, and honors/awards
- Publications, conference presentations, internships or awards
- Cover letter – research interests and motivation
- Language skills
- Documents to be uploaded: University transcripts, CV

If the candidate is admitted to the face to face interview, his/her picture may appear on Facebook or web pages of the IOCB for illustration purposes only.

Use of Data

The data collected in our Online Application System will only be used for the purpose of the application and evaluation process. Data can solely be accessed by the program administrator(s), Data protection officer and institute members of the IOCB involved in the evaluation process. Access may also temporarily be granted to internal experts if required for the review process. All parties and persons who can access the data are committed to maintaining strict confidentiality.

Change and Deletion of Data

The data given during the application cannot be changed by the applicant after submission. Specifically, e-mail addresses which are used as the primary contact cannot be changed since these data define the identity of the applicant and thus need to be unique. In justified cases, the applicant has the right to rectify personal information given during the registration process, which in that case needs to be done by the administrator.

Application material which is requested in the application part (e.g. CV, education, research experience) cannot be changed after submission – either by the applicant or by the administrators.

All collected data including the PDF will be deleted automatically one year after completing the process. Per definition, for candidates who are not invited to attend the interview day, data will be deleted one year after the start of the interview day. For candidates who have been invited, and are thus under consideration for a position, the process is considered to be completed as soon as all offers or pending open offers have been decided. From that day on, we'll store the data for one year. Data storage period will be different for those who will be admitted to the employment at the IOCB.

Right to object

You have the right to object at any time to our processing of personal data. If you want to apply your Right to be forgotten and have your complete set of application data permanently deleted from our database before the end of the mentioned timeframes, please contact the Ph.D. Coordinator. In this case scenario, please take into consideration we may not be able to proceed with your application and therefore it may be terminated as if never submitted.

Transmission

A transmission to third parties will not take place unless settled by law or other legal basis or in case of your explicit consent.

Contact

Ph.D. Coordinator

In case of questions regarding our data policy or this privacy statement, please contact the Ph.D. Coordinator at phd_applications@uochb.cas.cz. Similarly, if you wish to access your personal data or have it deleted, please contact the same address. For validation purposes, please use the e-mail address you provided in the application. We will ask you to give additional data to verify the legitimacy of the request. If you no longer have access to the e-mail address you were using, please contact us with another address so that we can find a way to validate the legitimacy of the request.

Data Protection Officer

The data protection officer of the IOCB is available for questions concerning the topic of data protection at martin.matousek@uochb.cas.cz or (+420 220 183 150).