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|  | **CONSENT TO PERSONAL DATA PROCESSING**  *in accordance with Article 6(1)(a) and Article 7 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter “GDPR”)* |

*client born on*

*legal guardian*

**I HEREBY FREELY AND VOLUNTARILY GIVE CONSENT TO THE PROCESSING OF PERSONAL DATA** (“Consent”)

**as a client (or legal guardian of the client)**

of the company **Pedagogicko-psychologická poradna STEP s.r.o., registered offices Floriánská 421, Kladno, 272 01, Comp. ID 3345467**

(PPP STEP) as specified in this document below

## I. Personal data processing

1. I hereby accept that PPP STEP processes **– personal and sensitive personal data** of the client (or their legal guardian).

*Personal data is taken here to mean: name and surname, date of birth, place of permanent residence, client contact information (or that of their legal guardian) – email address, phone number, information on the school the client is being educated at.*

*Sensitive personal data is taken to mean: medical history, records of the progress of evaluations, record sheets from diagnostic tools used, copies of school work, school questionnaires, written findings from evaluations including recommendations.*

Personal data and sensitive personal data will be processed for the purposes of fulfilling other legal regulations (Act No. 561/2004 Coll. from 24 September 2004 on pre-school, basic, secondary, tertiary professional and other education (the Education Act), as amended; Decree No. 27/2016 Coll. on the education of pupils with special educational needs (SEN) and talented pupils as amended; Decree No. 72/2005 Coll. on the provision of counselling services and facilities in schools, and as amended).

1. I **consent / do not consent** for PPP STEP to process **– sensitive personal data** of the client (or their legal guardian).

*Sensitive personal data is understood to include: medical questionnaires, written reports from specialists, written reports from other counselling institutions.* We will process your sensitive personal data based on this consent.

1. *PPP STEP processes evaluation records, records of provided individual and group care and records of collaboration with schools and other school institutions; these records become part of a* ***client file****.*

*A* ***client file*** *contains:*

1. *Information about medical history, school and doctor’s questionnaires, reports of specialists or other counselling institutions, etc.;*
2. *records of the progress of evaluations, record sheets from diagnostic tools used, copies of school work;*
3. *written findings from evaluations including recommendations – these serve as a basis for educational measures and administrative decisions of school headteachers or of educational institutions; they are intended for legal guardians, schools and other institutions.*

***Records*** *maintained by the counselling centre take the form of client records in an electronic database which contains:*

1. *names and surnames, dates of birth, places of permanent residence, client contact information (or of their legal guardian)*
2. *indication of the school where the client is being educated,*
3. *indication of the reason, type and means of provided care*
4. *date of initiation and termination of counselling care,*
5. *findings and recommendations stemming from the provided services*

## II. Transfer of personal data

According to the relevant provisions of the Personal Data Protection Act, the **transfer** of personal data is also considered to be processing. For this reason the transfer of the results of evaluations (including written results) to another person requires the consent of the client (or their legal guardian); in the case of medical details this “Consent” is absolutely necessary.

In the case of prepared educational recommendations and in accordance with the applicable legal regulations, the above defined data may be further transferred to educational institutions (such as a kindergarten or primary school), but otherwise only to persons who can show their authorisation as set out in the Education Act or other specific legislation (for instance the Czech Police, courts or social and legal child protection organisations).

## III. Supervision of personal data processing

Supervision in the area of personal data processing is carried out by the Office for Personal Data Protection (www.uoou.cz).

PPP STEP has a contractual representative for personal data protection (see point V)

## IV. Duration of processing

This “Consent” is provided for the duration of the provision of services between us and you and further for a period of 20 years of the termination of provision of services for data processed for the fulfilment of further legal regulations (according to the shredding rules of PPP STEP). You can withdraw your consent to the processing of personal data at any time (see point V)

## V. Client rights

The client (or their legal guardian) has the right:

* + *to access to personal data,*
  + *to the correction or supplementation,*
  + *to deletion* (does not apply to personal data where processing is being carried out on a legally required basis),
  + *to limited processing* (does not apply to personal data where processing is being carried out on a legally required basis),
  + *to data portability,*
  + *to raise complaints,*
  + *not to be the subject of automatic individual decision-making with legal or similar results, including profiling.*

You can withdraw your “Consent” at any time, including during the provision of the services. To communicate with us concerning your rights, please contact:

* + *our data protection officer: Ing. Luboš Fleischmann; lubos.fleischmann@gmail.com; phone 603 489 888*
  + *by email at the address: info@ppporadna.cz,*
  + *data box ID: gjwndet,*
  + *in writing at the address: Pedagogicko-psychologická poradna STEP s.r.o., Floriánská 421, Kladno,*

In each case please provide at least your identifying information and requirements.

Withdrawal of this “Consent” does not impact the legality of processing resulting from the “Consent”, which was carried out before its withdrawal.

Once the validity of the “Consent” has ended, your personal data (or sensitive personal data) will be deleted (or shredded) as long as there is no further legal requirement for their processing.

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| PPP STEP employee providing this information: | |
| In Kladno / Prague on: | |
| *name and surname:* | *signature:* |