

Date: 02/12/2025

# GenderSAFE Institutional Self-Assessment Tool: Data Protection Notice

The **GenderSAFE Institutional Self-Assessment Tool** supports research performing organisations and higher education institutions in assessing their institutional capacity and progress in addressing gender-based violence (GBV). Designed as a developmental self-assessment framework, it helps institutions to identify strengths and areas for improvement across a series of key “Impact Drivers”. You can preview the full list of Impact Drivers and indicators [here](#). After completing the self-assessment, your institution will receive an automatically generated feedback report, including narrative reflections to support strategic planning and internal dialogue.

This Data Protection Notice explains how personal data is collected and processed when you use the GenderSAFE Institutional Self-Assessment Tool. It is provided in accordance with the General Data Protection Regulation (GDPR – Regulation (EU) 2016/679).

In this document, the term “institution” refers to the legal entity that is the object of this assessment and for which information is entered in the tool.

## 1. IDENTITY OF DATA CONTROLLER AND CONTACT DETAILS

The data controller is the Institute of Sociology of the Czech Academy of Sciences, v. v. i., with its registered office at Jilská 361/1, Prague 1 – Staré Město, 110 00, Company ID No. 68378025.

### **Institute of Sociology of the Czech Academy of Sciences (ISAS)**

E-mail: [socmail@soc.cas.cz](mailto:socmail@soc.cas.cz)

Phone: +420 210 310 220 (Secretariat)

Databox identifier: i4gng7e

The data protection officer is JUSTITIA LEGAL PARTNERS, s. r. o., a law firm registered with the Czech Bar Association and the Municipal Court in Prague under File ref. No. C 276372 with its registered office at Půtova 1219/3, Prague 1 – Nové Město, Postcode 110 00, Company ID No. 06115071.

### **JUSTITIA LEGAL PARTNERS, s. r. o.**

E-mail: [legal@justitia.cz](mailto:legal@justitia.cz)

Phone: +420 778 088 818/848

Databox identifier: yhzi6a3

## 2. CATEGORIES OF DATA COLLECTED

- **Personal data:** name and e-mail address. This data is used only for communication and administrative purposes - specifically to send your feedback report or to inform you of any changes in the Terms of Use of the tool.
- **Institutional data:** information about your organisation's structures, policies, and practices regarding gender-based violence. Each respondent is therefore responsible for ensuring that it is authorised to use institutional information for completing the assessment.

The tool does not collect sensitive personal data (special categories under GDPR Article 9).

You are the source of personal data by providing the information requested by the tool.

## 3. PURPOSE OF PROCESSING

Personal and institutional data are processed for the following purposes:

- To generate an automated feedback report for your institution and display benchmarking comparisons (not available yet).
- To communicate with you regarding the tool and its outputs.
- To allow your institution to track its progress over time if you repeat the assessment.
- To include anonymised institutional data in aggregate datasets for research, policy support and analysis, and academic outputs. (If you consent)

## 4. LEGAL BASIS FOR PROCESSING

Processing is based on consent (**GDPR Article 6(1)(a)**):

- Your personal consent for your name and e-mail address, and
- By using the Tool, it is assumed that you are authorised to share information on your institution's structures, policies, and practices regarding gender-based violence.

## 5. RECIPIENTS OF DATA

Yellow Window (owner of the software licence) and ISAS will act as data processors (Article 28 GDPR) and are also required to respect the security of your personal data and to treat it in accordance with the law.

It is important to note that:

- Only authorised personnel of Yellow Window and ISAS will access the raw data.
- No personal or institutional data will be shared with third parties in identifiable form.

- Only anonymised and aggregated outputs may be used for reporting, research, or academic purposes.

## 6. DATA STORAGE AND TRANSFERS

The self-assessment tool is using the software Brilliant Assessments™, with a license held by Yellow Window. All data is held in Amazon Web Services' data center in Central Canada. Canada was chosen to leverage that country's Privacy Laws and to be compliant with EU and UK GDPR requirements. Brilliant Assessments performs additional data backups daily which are transferred to another AWS site in Ireland, fully encrypted. For detailed information, see [here](#) on the website of Brilliant Assessments.

## 7. DATA SUBJECTS AND YOUR RIGHTS UNDER GDPR (ARTICLES 12–23)

The data subjects affected by the data processing detailed in this Data Protection Notice are the individuals that complete the assessment and provide information on their institution's policies on gender-based violence. When referring to “you” in the present Protection Notice, these same individuals are addressed..

As a data subject, you have the right to:

- Access your data (**Article 15**)
- Correct inaccurate or incomplete data (**Article 16**)
- Request erasure of your data (“right to be forgotten”) (**Article 17**)
- Restrict processing in certain cases (**Article 18**)
- Withdraw your consent at any time without detriment (**Article 7(3)**)
- Lodge a complaint with a Data Protection Authority (**Article 77**)

To exercise any of these rights, you can as a first step contact the data controller directly, who will explain everything necessary and help you with your requests.

We will make every effort to fulfill your request to the extent provided by law and will respond in writing within three working days of receiving your request.

If necessary, you can also contact the Data Protection Officer.

The Supervisory authorities are:

- Belgium: [Data Protection Authority](#) – [contact@apd-gba.be](mailto:contact@apd-gba.be)
- Czech Republic: [Office for Personal Data Protection](#) – [posta@uouu.cz](mailto:posta@uouu.cz) or data box: qkbaa2n

In addition to the legal remedy, you have the right to apply to the court against the activities of the Data Controller.

## 8. AUTOMATED DECISION-MAKING

The tool does not use personal data for automated decision-making or profiling within the meaning of GDPR Article 22.

## 9. RETENTION TIMES

All data provided through the GenderSAFE Institutional Self-Assessment Tool will be stored for **eight (8) years** from the date of submission.

## 10. ETHICAL AND LEGAL COMPLIANCE

The legal framework for the processing of personal data in this case is Regulation (EU) 2016/679 of the European Parliament and of the Council, on the protection of natural persons in connection with the processing of personal data and on the free movement of such data and on the repeal of Directive 95/46/EC (General Regulation on protection of personal data), and the follow-up Act No. 110/2019 Coll., on the processing of personal data.