# Information on the Submission of Documents

## 1. Central Registry Office of the School

**OPEN GATE – gymnázium a základní škola, s.r.o.**

Delivery address: Na Návsi 5, 251 01 Babice

(Grammar School Office, first floor, for the personal submission of paper documents)

Paper documents may be delivered to this address in person, by post or by another delivery service.

**Registry Office Opening Hours**

- Monday: 8:00–11:00 and 13:00–16:00
- Wednesday: 8:00–11:00 and 13:00–16:00
- Friday: 8:00–12:00

These opening hours apply to the personal submission of paper documents at the Registry Office. They do not, in themselves, restrict when electronic submissions may be delivered.

## 2. Electronic Submission of Documents to the School

Documents in digital form may be submitted to the school:

- by email to the Registry Office: podatelna@opengate.cz;
- via the Czech Data Box Information System, Data Box ID: abvrh5r.

The school does not provide any other electronic communication channels for receiving documents.

## 3. Submission of Documents to the Educational Psychology Counselling Service

### OPEN GATE Educational Psychology Counselling Service (PPP)

Address for submitting paper documents to the PPP: the same as the school's Central Registry Office.

PPP Registry Office email address: podatelnappp@opengate.cz.

PPP Data Box ID: 923zjqd.

## 4. Portable Data Storage Devices

The school does not provide for or support the submission of digital documents on portable data storage devices such as CDs, DVDs or USB flash drives. Please submit digital documents using the published electronic channels.

This does not affect the procedural rights of parties to administrative proceedings, in particular the right to propose and submit evidence, or any obligations arising under specific legislation.

## 5. Accepted Digital Document Formats

The school accepts documents to the extent required by Section 64(1), in conjunction with Section 63(2), of Act No. 499/2004 Coll., including the relevant output data formats under Section 23 of Decree No. 259/2012 Coll. and document formats produced by authorised conversion of documents contained in a data message.

### Overview by Document Type

| Document type | Formats and parameters |
|---|---|
| Static text and combined text-and-image documents | PDF/A under ISO 19005. PDF/A-3 and later versions must not contain a component in a non-output format or a component containing further components, under Section 23(2) of Decree No. 259/2012 Coll. |
| Static image documents | PNG under ISO/IEC 15948; uncompressed TIF/TIFF, Revision 6; JPEG/JFIF under ISO/IEC 10918. |
| Dynamic image documents | GIF and formats supporting compressed data encoded to MPEG-1, MPEG-2 and MPEG-4, within the scope of Section 23(4) of Decree No. 259/2012 Coll. |

| Document type | Formats and parameters |
|---|---|
| Audio documents | MP2, MP3 and WAV with PCM modulation, within the scope of Section 23(5) of the above Decree. |
| Databases and data records | XML accompanied by a description of its structure using an XML schema or DTD. |
| Electronic invoices | ISDOC version 5.2 or later, or a format complying with the European standard and syntax under Section 23(7) of the above Decree. |

### Other Accepted Formats

- PDF version 1.7 or later;
- TXT;
- RTF;
- DOC – Microsoft Word document;
- DOCX – Microsoft Word document in DOCX format;
- XLS and XLSX – Microsoft Excel spreadsheets.

When submitting documents via a Data Box, the permitted formats and conditions under Section 4 and Annex 3 of Decree No. 194/2009 Coll. must also be observed.

Generally applicable legal provisions: here.

## 6. Electronic Message Size Limits

- School Registry Office email: maximum size of the entire email message, including attachments, is 38 MB.
- PPP Registry Office email: maximum size of the entire email message, including attachments, is 38 MB.
- Data Box Information System: maximum size of a data message delivered to a Data Box is 100 MB, pursuant to Section 5 of Decree No. 194/2009 Coll. on the details of use and operation of the Data Box Information System.

For documents exceeding the email size limit, use another published and applicable submission channel, especially the relevant Data Box, provided the nature and size of the document permit this.

## 7. Identifying the Submission and Attachments

To facilitate processing, clearly identify the document containing the submission itself and its attachments. If a message contains several files, we recommend using descriptive filenames and providing a list of the files.

## 8. Confirmation of Delivery by Email

If the sender's email address can be established from a document or data message delivered to the Registry Office email address, the school will confirm delivery to that address after checking the document received. For Data Box submissions, delivery and receipt notifications are provided by the Data Box Information System (ISDS).

The confirmation includes the date and time of delivery and details enabling identification of the relevant data message. Confirmation of delivery does not, in itself, mean that the submission meets all statutory requirements concerning its content and form.

If the school permits the receipt of documents through other electronic communication channels and the nature of those channels allows it, the school will confirm delivery to the sender through the channel concerned. The confirmation will contain the same details as an email delivery confirmation.

## 9. Procedure for Defective Documents Received

### Paper Documents

If a paper document received is incomplete, illegible or does not meet the published conditions for accepting documents, and the sender and their contact details can be identified, the school will notify the sender of the defect and specify how it should be remedied.

If the defect cannot be remedied in cooperation with the sender, the school will not process the document further. The same procedure applies if the sender and their contact details cannot be identified for such a defective document.

### Digital Documents

The school follows a similar procedure if a digital document received, including the data message containing it, is incomplete, cannot be displayed in a human-readable form, contains malicious code, is not in an accepted data format or does not meet the published conditions for accepting documents.

A document containing malicious code is not forwarded for routine processing within the information system. If the sender and their contact details can be identified, they will be informed of the defect and the procedure for remedying it.

If the defect is not remedied, or if the sender and their contact details cannot be identified, the school will not process the defective document further.

These rules under Section 4(2) and (3) of Decree No. 259/2012 Coll. do not replace statutory procedures for rectifying defects in submissions. Matters subject to administrative proceedings are governed in particular by Section 37 of the Administrative Procedure Code.

## 10. Requirements for Submissions in Administrative Matters, Particularly Proceedings Concerning Admission to Open Gate

Submissions subject to the Administrative Procedure Code must comply with statutory requirements regarding content, identification of the person making the submission and signature under Section 37 of that Code. Where legislation requires a signature on an electronic submission, it may be provided by a recognised electronic signature under Section 6 of Act No. 297/2016 Coll., on trust services for electronic transactions.

An unsigned ordinary email submission in this context must be confirmed or supplemented in a proper manner within five days under Section 37(4) of the Administrative Procedure Code, unless specific legislation provides otherwise. This time limit applies regardless of whether the school has first issued a request.

An act in administrative proceedings performed through the school's Data Box has the same legal effect as a written and signed act, subject to the conditions of Section 18(2) of Act No. 300/2008 Coll., on electronic acts and authorised document conversion.

## 11. Routine Communication with the School

For routine communication between the school and parents, pupils or members of the public, the general email address info@opengate.cz or the standard work contact details of the relevant school employee may also be used.

To ensure formal documents are routed correctly, please use the published Registry Office contact details wherever possible. Documents delivered outside the Registry Office are forwarded to it or processed by the relevant organisational unit in accordance with records-management rules.

Using general contact email addresses does not replace a submission method for which legislation prescribes a particular form or means of delivery. This applies especially to documents submitted in administrative proceedings, typically proceedings concerning admission to Open Gate.

## 12. Legal Basis and Updates

This information is published under Section 2(3) of Decree No. 259/2012 Coll., on the details of records management, in conjunction with Act No. 499/2004 Coll., on archives and records management and amendments to certain acts.

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