

PERSONAL DATA PROCESSING AND ITS PROTECTION AT THE CZECH CENTRES

In the performance of its duties, The Czech Centres, a contributory organisation of the Ministry of Foreign Affairs of the Czech Republic, with its registered office at Václavské náměstí 816/49, 110 00 Prague 1, ID no.: 48546038 (hereinafter referred to as “CC”), processes and protects personal data in accordance with its obligations arising from applicable legislation concerning the processing and protection of personal data, in particular in accordance with the general Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016, on the processing of personal data (hereinafter referred to as “GDPR”).

We manage and process personal data for the purpose of carrying out the activities of CC, arising from the Charter of the contributory organisation Czech Centres, dated 8 December 2017, from the Statute of Czech Centres dated 8 December 2017, and for the purpose of informing the public of these activities.

1. We process personal data:

- **on legal basis**, for which the provision of our services is linked to the processing of personal data. This is primarily data needed to fulfil the agreements we have entered into where the contractual party is the data subject, to fulfil legal obligations, to protect our legitimate interest or the legitimate interest of a third party, or to fulfil a task carried out in the public interest;
- **on a consent** to process your personal data basis.

We therefore collect personal data used for your unambiguous and unmistakable identification (identification data), personal data allowing us to contact you (contact data), and other information related to our mutual relationships.

We only process personal data to the extent necessary to accomplish the relevant task and for the time needed to achieve it, and for no longer than the period stipulated in applicable legislation, for the duration of an agreement, or until the complete settlement of rights and obligations arising from the agreement.

In cases where it is not possible to apply the aforementioned legal title, we ask that consent is provided for personal data processing. This consent is provided for the purpose and time given on the specific declaration of consent.

For proper and accurate processing, you should notify us of any change to your personal data which occurs.

We can entrust personal data processing to external subjects who provide us with administrative, professional or technical support (hereinafter referred to as the “Processor”). CC does not carry out automated individual decision-making or profiling.

2. We obtain personal data:

- directly from you in meeting legal obligations, or in subscribing for information or services (e.g. newsletter distribution, event invitations, information about programmes offered, projects, etc.);
- from other subjects and trusted partners, if you have given your consent;
- from publicly-available sources, such as registers, lists and records.

3. Personal data protection

The personal data is under constant physical, electronic and procedural control, and we have control, technical and security mechanisms ensuring protection of the processed data from unauthorised access or transfer, its loss or destruction, and other potential misuse. The contractual Processors carry out partial or complete processing for us based on a personal data processing agreement.

4. The rights of data subjects in personal data processing towards CC

Everyone who has provided their personal data is entitled to information and to access their personal data that is processed by CC, in particular information about the purpose of processing, the category of affected personal data, the recipient or the recipient category, and the time for which the personal data will be stored.

If you find or suspect that CC is carrying out processing of your personal data contrary to the protection of your private and personal life or contrary to the law, in particular if your personal data is inaccurate, you are entitled to request an explanation or ask for this situation to be removed. You are entitled to request rectification or erasure (destruction) of or a limit on (blocking of) processing. You are also entitled to object to processing and entitled to submit a complaint to the Office for Personal Data Protection.

If personal data processing is based on the legal title of consent, you can refuse to grant it or you can withdraw your consent. You can withdraw consent at any time and in any suitable way.

5. The transfer of personal data abroad

If the requirements of the general regulation are met, in particular fulfilment of the legal title, CC is entitled to transfer the personal data to a third country or international organisation. The free movement of personal data within the European Union due to the protection of natural persons in relation to personal data processing is not limited or forbidden. If the country is outside the European Union, other requirements set out by the general regulation must be fulfilled.

6. How can you contact CC in relation to personal data protection?

You are able to object to the processing of your personal data at any time, withdraw consent or change its scope, in one of the following ways:

- **via email to the address: gdpr@czech.cz or**
- **in a written notification sent to the address: Czech Centres, Václavské náměstí 816/49, 110 00 Prague 1.**

These contacts apply both within the Czech Republic and for the Czech Centres abroad.