

Information about the processing of personal data and access to personal data by the Institute of Photonics and Electronics, Czech Academy of Sciences

The Institute of Photonics and Electronics, Czech Academy of Sciences, Praha 8 - Kobylisy, Chaberská 57, 18251, Company reg. No.: 67985882 (hereinafter the „IPE“) acts as the data controller for the personal data we collect about you. The grounds for processing your personal data are described in point 1. If you have any questions or feedback, please reach out to our GDPR administrators by email at gdpr@ufe.cz.

1. Grounds for processing of personal data

First and foremost, we process data to meet our obligations under the law (GDPR Article 6-1, c). Second, we process your personal data for our legitimate interests in line with GDPR Article 6-1, f). Third, we process your personal data that is necessary for us to perform our contract (GDPR Article 6-1, b). We process your personal data on the ground of the consent (GDPR Article 6-1, a) only when it is strictly necessary.

We process and collect your personal data for personal administration, payroll, OSH and for other reasons in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (“GDPR”), but always to the extent necessary for the specific ground of the processing.

2. What data we need

The following categories of personal data are subject to processing:

- address and identification data used to identify clearly and unambiguously data subjects, such as name, surname, date of birth, permanent address, personal number, and others;
- contact details such as phone number, e-mail address and others;
- other data, such as bank details, job position, educational degree/attainment, marital status, photos etc.;
- other data, such as family members data.

In accordance with the GDPR, we may supplement your personal data from publicly available registers, lists, records or third parties.

3. Method of processing and protection of personal data

For data protection, we have security mechanisms in place that include technical, organizational, and personnel measures. We pass on your personal data to recipients who are explicitly required by applicable law (e.g. health insurance companies, CSSA). We also pass on your personal data to other recipients, in particular to perform our contracts or for the purpose of control (e.g. grant providers etc.).

4. Rights of the data subject

- The data subject shall have the right to object at any time to processing of personal data which is based on point (e) or (f) of Article 6-1.
- Where personal data relating to a data subject are collected from the data subject, the controller shall provide the data subject with an access to such personal data.
- The data subject shall have the right to obtain from the controller without undue delay the rectification of inaccurate personal data. The data subject shall have the right to have incomplete personal data completed. The data subject shall have the right to obtain from the controller the erasure/restriction of personal data. Requests can be send by email at gdpr@ufe.cz.
- To file a complaint to the Office for Personal Data Protection, Pplk. Sochora 27, Prague 7, 170 00, e-mail: posta@uouu.cz;
- The data subject shall have the right to have the personal data transmitted directly from one controller to another, where technically feasible.
- The data subject withdraws consent on which the processing is based according to point a) of Article 6-1. The withdrawal of consent is without prejudice to the lawfulness of processing based on consent given prior to its withdrawal. You can withdraw your consent by sending a request to the e-mail address: gdpr@ufe.cz, or by sending a letter to IPE, Chaberská 57, 18251, Praha 8 - Kobylisy, Czech Republic.

5. Retention period of personal data

We keep your personal data for as long as is strictly necessary or as is determined by the Records and Retention Rules of the IPE, or as determined by another internal regulation or decision in accordance with the GDPR. If your personal data is processed based on a consent, then the processing time or the method of its determination is stated in such consent to the processing.