

**Directive 5/2020 Library Rules of Jan Kmenta CERGE-EI Library**  
**Appendix 1**  
**Obligation to Provide Information to the Personal Data Administrator**

**Personal data administrator**

The Economics Institute of the Czech Academy of Sciences, Politických vězňů 7, 111 21 Praha 1, Registration no.: 67985998

**Purpose of personal data processing**

Provision of library and information services

**Personal data collected**

Data on the library user and information services: Name and surname, photo, permanent address, affiliation information, email, phone, and contact address.

For the purpose of providing library and information services, it is necessary that besides the above stated personal data the library also collects information about the user's library activity, such as barcode of the library card, circulation and financial transactions, history of user's activity within the library system, and loan status notices.

**Legal basis for personal data processing**

Required data are collected to fulfill contractual obligations with a data subject.

**Data retention period**

The collected personal data will be kept in the library system for the duration of the user's library registration.

**Statement of the personal data administrator**

Your personal data will be administered by us in accordance with Act No. 110/2019 Coll. on personal data processing and amendment to certain laws and regulations (EU) 2016/679 of the European Parliament and 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 (General Data Protection Regulation).

The administrator declares that all personal data will be administered for specific, explicit and legitimate purposes, and processed solely in accordance with those purposes. Our employees or other persons (other data processors) processing the data based on a contract with us are obliged to ensure data privacy, even after ending their employment or other types of contracts with us.

We may have to share your personal data with law enforcement institutions based on specific legal regulations. Your personal data will not be shared with persons outside the European Union or the European Economic Area, or with any other international organization.

You have the right to request details concerning which personal data is processed, the deletion of your personal data under certain circumstances, the correction of your personal data if it is invalid or obsolete, the postponement of the data processing until any or all of your requests have been adequately addressed, the transfer of your personal data to a different administrator, or you can submit a complaint to the supervisory authority.

Information about our data processing is made permanently available on our webpages [www.cerge-ei.cz](http://www.cerge-ei.cz).

In the case of questions, please contact the Data Protection Officer at [gdpr@ei.cas.cz](mailto:gdpr@ei.cas.cz).