



INFORMATION PROVIDED TO DATA SUBJECTS ACCORDING TO THE GENERAL DATA PROTECTION REGULATION

I. Preamble

According to the provisions of Article 12 (1) in conjunction with the provisions of Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the 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) (hereinafter the "**Regulation**"), any party that processes personal data is obligated to provide the subject of these personal data (i.e. those who are identified or identifiable on the basis of these personal data) with the following information.

II. Data Controller

A public research institution called **Institute of Physiology CAS, p. r. i.** (*in Czech: Fyziologický ústav AV ČR, v. v. i.*), Company ID No. 679 85 823, with its registered office at Vídeňská 1083, Prague 4 - Krč, Post Code 142 20, registered in the Register of Public Research Institutions on 1 January 2007 (hereinafter "**Institute of Physiology CAS, p. r. i.**"), processes, as part of its activities, personal data in the scope and in the manner defined herein below.

III. Contact details

As regards the issues concerning personal data processing, it is possible to contact Institute of Physiology CAS, p. r. i., as a data controller, by using the following details:

Tel.: +420 241 062 424

Tel.: +420 241 062 815

Fax: +420 241 062 488

E-mail: fgu@fgu.cas.cz

Data box: y5xnq3f

The position of a data protection officer, who works for the data controller, is held by:

JUDr. Jitka Oliberiusová

poverenec@fgu.cas.cz

tel: +241 062 719, 774 002 315

IV. Scope of Personal Data Processing

Institute of Physiology CAS, p. r. i. processes especially personal data that are necessary for carrying out its activities (both the main activity and any other activities within the meaning of Act No. 341/2005 Coll., on Public Research Institutions), whether directly or indirectly, as part of the performance of its legal obligations arising mainly from the institute's status as an employer, as well as in other cases. Institute of Physiology CAS, p. r. i. processes personal data especially on the basis of signed contracts or based on requirements stipulated by legislation or based on consent of the persons whose data are concerned.

Thus, these data especially include the following:

1. all personal data provided to Institute of Physiology CAS, p. r. i. by job applicants while replying to a job advertisement posted by Institute of Physiology CAS, p. r. i. and by sending a CV or a cover letter (esp. name, surname, title, date of birth, address, telephone number, e-mail address, education and training, job experience, knowledge and skills);
2. all personal data provided to Institute of Physiology CAS, p. r. i. by employees, i.e. personal data provided in employment contracts and employee personal questionnaires and the data provided in requests for a confirmation of income for the purposes of third parties - especially banks, insurers, courts, relatives (esp. name, surname, title, date of birth, birth certificate no., address, telephone number, e-mail address, bank account number, data on an employee's contact person);
3. all personal data the processing of which is related to the performance of the obligations of Institute of Physiology CAS, p. r. i. as an employer, both legal obligations and obligations ensuing from labour relations and collective-bargaining agreements to which Institute of Physiology CAS, p. r. i. is a party (data on wages and their components, on health insurance and social security payments, advance payments for personal income tax, data concerning an employee's health condition);
4. all personal data the processing of which is indirectly related to the performance of activities of Institute of Physiology CAS, p. r. i. (especially the personal data related to the access of employees to internal systems used by Institute of Physiology CAS, p. r. i., related to the provision of network services, operation of these systems and service applications within the IT and communication technology infrastructure, including via a VPN remote access - i.e. especially user names, passwords, hardware device identifiers, access card identifiers and access codes);
5. all personal data the processing of which is directly related to the performance of activities of Institute of Physiology CAS, p. r. i., especially the following:

- a) personal data related to intellectual property rights of employees or of Institute of Physiology CAS, p. r. i. in connection with employee works or inventions - i.e. esp. name, surname, title, date of birth, address, data concerning compensation payable to an employee);
- b) personal data related to the option of third parties to contact Institute of Physiology CAS, p. r. i. (esp. name, surname, job position, business telephone number, business e-mail address);
- c) photos and video recordings taken for the purpose of presenting and promoting the activities of Institute of Physiology CAS, p. r. i.;
- d) personal data related to the preparation and submission of an application for grants for specific projects under the activities of Institute of Physiology CAS, p. r. i. in the scope determined by the grant provider (esp. name, surname, job position, job experience).

V.

Legal Basis and Purpose of Personal Data Processing

Institute of Physiology CAS, p. r. i. processes the above-mentioned data only in accordance with the Regulation (the provisions of Article 6 (1) and the provisions of Article 9 (2)), i.e. on the basis of:

- A. express consent of the person whom the personal data concern (i.e. the data subject);
- B. a contract the performance of which necessitates the processing of personal data (e.g. identifying a person with whom Institute of Physiology CAS, p. r. i. has entered into a contract, esp. an employment contract);
- C. the performance of obligations of Institute of Physiology CAS, p. r. i. that arise under the legislation of the Czech Republic or the EU (e.g. handing over an employee's personal data to the relevant health insurance company, archiving documents, providing assistance to public authorities, etc.);
- D. processing for the purpose of performing obligations and exercising special rights of Institute of Physiology CAS, p. r. i. arising under labour legislation and social security and social protection legislation or under a collective-bargaining agreement;
- E. processing for the purpose of labour medicine and for assessing an employee's ability to work;
- F. a vital interest for the purpose of averting harm to the life of the person whom the personal data concern or of another person (e.g. handing over to the ambulance the personal data of an employee who has suffered an injury);

- G. a legitimate interest of Institute of Physiology CAS, p. r. i. (e.g. the protection of assets of Institute of Physiology CAS, p. r. i. by monitoring attendance at workplace via an access control system);

and for the following purposes:

1. the performance of a contract the fulfilment of which necessitates the processing of personal data (e.g. an employment contract, etc.);
2. the performance of obligations of Institute of Physiology CAS, p. r. i. arising under the legislation of the Czech Republic or of the EU, esp. the performance of legal obligations to employees, i.e. the obligations of Institute of Physiology CAS, p. r. i. as an employer (e.g. obligations to employees such as the payment of wages, obligations to government authorities such as the payment of mandatory contributions for health insurance and social security, personal income tax, etc., obligations arising under collective-bargaining agreements or other obligations stipulated by law – e.g. employee attendance tracking);
3. the protection of a vital interest for the purpose of averting harm to life;
4. the protection of a legitimate interest of Institute of Physiology CAS, p. r. i.;
5. further contacting in case a job position becomes vacated or a new job position is created (esp. personal data disclosed by a job candidate);
6. transferring data to third parties at the express request of an employee or at the request of the party concerned with an employee's consent, esp. for the purpose of issuing a confirmation of an employee's income (banks, insurers, courts, relatives);
7. the provision of network services, the operation of these systems and service applications within the IT and communication technology infrastructure enabling employees both direct and remote access;
8. the provision of the protection of intellectual property rights of employees or Institute of Physiology CAS, p. r. i. in connection with employee works or inventions (esp. in relation to contracts entered into with employees and in relation to the payment of compensation);
9. enabling third parties to contact Institute of Physiology CAS, p. r. i. by using an employee's business contact details;
10. presentation and promotion of the activities of Institute of Physiology CAS, p. r. i., including by a method enabling remote access (the website of Institute of Physiology CAS, p. r. i. and other websites on which the disclosure of these details is useful);
11. the preparation and submission of an application for grants for specific projects as part of the activities of Institute of Physiology CAS, p. r. i.

VI.
**Personal Data Processing Based on the Protection of Legitimate Interests of
Institute of Physiology CAS, p. r. i. and the Data Subject's Right to Object**

According to the provisions of Article 6 (1) (f) of the Regulation, Institute of Physiology CAS, p. r. i. has the right, even without prior consent of data subjects (i.e. those whom the personal data concern), to process their personal data for the purpose of protecting its legitimate interests. In this respect, Institute of Physiology CAS, p. r. i. processes especially the data concerning the monitoring of employee access to the building and to individual rooms of the building for the purpose of protecting the tangible and intangible assets of Institute of Physiology CAS, p. r. i., as well as for the purpose of preventing any interference with the proper conduct of research activities.

In this respect, Institute of Physiology CAS, p. r. i. may process personal data only on condition that the legitimate interest of Institute of Physiology CAS, p. r. i. (e.g. integrity of ownership) is not overridden by the interests and/or fundamental rights and freedoms of persons whose personal data are to be processed (e.g. privacy protection).

Institute of Physiology CAS, p. r. i. processes personal data on the basis of the protection of its legitimate interest and carries out this processing in the following manner and in the following scope:

Name of department	Method of personal data processing
Technical operations	Access control system, lodging house
IT Department	Management of bulk e-mail communications
IT Department	Booking system
Secretariat	Booking system, Taxi service
Secretariat	Publicity and promotion

Any person whose personal data are processed for the purpose of legitimate interests of Institute of Physiology CAS, p. r. i. under this Article has the right to file an objection to this processing. In this case, Institute of Physiology CAS, p. r. i. is obligated to perform an assessment of such a legitimate interest.

If an objection raised to personal data processing for the purpose of protecting a legitimate interest is clearly unfounded and/or unreasonable or if it is raised by an insufficiently identified data subject (anonymously), Institute of Physiology CAS, p. r. i. may reject the objection no later than within one (1) month after receipt of the objection. Institute of Physiology CAS, p. r. i. shall notify the complainant in writing

(where possible) of its decision on the objection and shall state reasons for this decision.

VII. Disclosure of Personal Data to Other Parties (Recipients)

Institute of Physiology CAS, p. r. i. discloses personal data of data subjects as necessary to the following third parties:

- to the building/facility manager, to the operator of the canteen at the seat of Institute of Physiology CAS, p. r. i., to the operator of the library, as well as to other parties providing services to Institute of Physiology CAS, p. r. i. for the purpose of ensuring proper operations and improving employee conditions;
- to an external law office, external auditors or other external consultants for the purpose of using legal services, performing an audit or providing other advice;
- to parties providing server, web, cloud or IT services or to the institute's business partners;
- to contractors for the purpose of proper performance of contracts, including cooperation on projects and on research;
- to grant providers for the purpose of obtaining grant financing;
- to government authorities, as well as to other entities, if Institute of Physiology CAS, p. r. i. is obligated to transfer personal data under the statutory provisions;
- to other parties for any other purpose after prior notification to the data subject or at the data subject's request.

VIII. Method of personal data processing

Institute of Physiology CAS, p. r. i. places emphasis on the protection of the personal data it processes. Personal data processing is carried out both manually and via electronic systems by authorized persons who are trained and are bound by the confidentiality obligation.

As part of personal data processing, Institute of Physiology CAS, p. r. i. does not use automated decision-making (including profiling), i.e. predicting aspects in people behaviour by means of computer equipment.

IX. Personal Data Retention Period

Institute of Physiology CAS, p. r. i. processes personal data in accordance with the applicable statutory provisions, with each piece of personal data being assigned a different retention period depending on the nature of such a data piece, especially with regard to the legal obligations of Institute of Physiology CAS, p. r. i. (esp. the obligation to archive documents, etc.), and e.g. for a period strictly necessary for

securing all the rights and obligations arising from a signed contract (personal data processing for the purpose of performing a contract).

The period of personal data processing for individual specific purposes is governed by the discarding rules of Institute of Physiology CAS, p. r. i. Personal data are processed only for a period strictly necessary. Unless stipulated otherwise by law, personal employee data are processed only for the duration of employment or for the duration of an agreement on work outside an employment relationship.

The period of processing for a given purpose shall be notified to the data subject upon the start of the processing and shall be repeatedly notified to the data subject at the data subject's request.

X.

Rights of Persons Whose Personal Data Are Processed

Any person whose personal data are processed by Institute of Physiology CAS, p. r. i. shall have the right to:

1. withdraw the consent they have given to the processing of personal data;
2. ask Institute of Physiology CAS, p. r. i. whether the institute processes personal data on them and ask that the institute provide specific information - the purposes of processing, categories of the personal data concerned, the recipients who have been given access to the personal data, the planned retention period or the criteria for setting this period, etc.;
3. ask for the correction and completion of personal data if the data are inaccurate or outdated ("right to rectification");
4. ask for the deletion of personal data (disposal of the data and discontinuation of the processing thereof) in the event that:
 - a) the personal data are no longer necessary for the purpose for which they were collected or processed;
 - b) the person withdraws their consent if data processing is based on the person's consent and there is no other legal reason for data processing;
 - c) the person raises a justified objection to data processing due to legitimate interests of a data controller;
 - d) the personal data have been processed unlawfully;
 - e) no parental consent has been given to the processing of personal data of children;
 - f) it is required by a legal obligation ensuing from the legislation of the Czech Republic or of the EU;
5. ask for the restriction of processing of their personal data if:
 - a) the person objects to the accuracy of the data;
 - b) the processing of these data is unlawful, but instead of their deletion only their restriction is required;

- c) Institute of Physiology CAS, p. r. i. no longer needs these data for the purposes of processing, but the person to whom the data processing applies requires these data for establishing, exercising or defending legal claims;
 - d) the person has objected to data processing and Institute of Physiology CAS, p. r. i. o has not yet made a decision on this objection;
6. ask for the provision of personal data that are processed about the person by Institute of Physiology CAS, p. r. i. in a structured, commonly used and machine-readable format for the purposes of providing these data to another controller, but only if the processing of personal data is based on consent or on a contract and, at the same time, the processing is carried out by automated means (“right to data portability”);
 7. raise an objection to personal data processing based on the protection of legitimate interests of Institute of Physiology CAS, p. r. i.;
 8. file a complaint about personal data processing by Institute of Physiology CAS, p. r. i. with the Office for Personal Data Protection, with its registered office at Pplk. Sochora 27, Prague 7, Post Code 170 00.

XI.

The Procedure of Institute of Physiology CAS, p. r. i. for Handling Requests Submitted by Data Subjects

In most cases, Institute of Physiology CAS, p. r. i. is obligated to respond to requests submitted under Article X by persons whose personal data it processes within one (1) month after the date of receipt of a request (a concern or an objection). If there are many requests or if the scope of requests is substantial, Institute of Physiology CAS, p. r. i. may extend this period by another two (2) months. However, in this case, Institute of Physiology CAS, p. r. i. shall notify the requesting party (complainant) of the extension within one (1) month after the request submission date.

Within the defined period, Institute of Physiology CAS, p. r. i. shall notify the requesting party (complainant) of any measures taken or of the fact that no measures have been taken. If no measures have been taken, Institute of Physiology CAS, p. r. i. shall inform the requesting party about the reasons for such a decision and on the option to file a complaint with the Office for Personal Data Protection and about possible further course of action.

If an objection raised to personal data processing for the purpose of protecting a legitimate interest is clearly unfounded and/or unreasonable or if it is raised by an insufficiently identified data subject (anonymously), Institute of Physiology CAS, p. r. i. may reject the objection no later than within one (1) month after receipt of the objection. Institute of Physiology CAS, p. r. i. shall inform the complainant about the decision on the objection in writing and shall state the reasons for the decision. If a request is filed electronically and the requesting party does not expressly require that the answer be provided in writing, then Institute of Physiology CAS, p. r. i. shall

provide the notification on any measures taken and the decision on objections also electronically.

All the notifications given at the request of a person whose personal data are being processed and all the decisions on objections shall be provided by Institute of Physiology CAS, p. r. i. free of charge. However, this shall not apply if the filed requests (objections) are clearly unfounded and/or unreasonable (especially if they repeat themselves). In this case, Institute of Physiology CAS, p. r. i. may refuse to grant the request or may charge a fee for its notification or act, while taking into consideration the related administrative expenses.