

INFORMATION ON THE PROCESSING OF THE PERSONAL DATA OF LEASERS OF INDIVIDUAL STUDIES AT THE LIBRARY OF THE CZECH ACADEMY OF SCIENCES

Dear Leasers of Individual Studies,

This document is intended to provide you with information on the processing of your personal data within our organisation in accordance with 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, hereafter merely Regulation).

WHO IS THE PROCESSOR OF YOUR DATA?

The processor of your personal data is the Library of the Czech Academy of Sciences (hereafter merely LCAS), registered at Národní 3, 110 00, Prague 1, e-mail: infoknav@knav.cz.

HOW CAN YOU CONTACT OUR COMMISSIONER FOR THE PROTECTION OF PERSONAL DATA?

You can contact our commissioner for the protection of personal data with your requests, questions and comments at the address Pověřenec – Knihovna AV ČR, v. v. i., Národní 3, 110 00, Prague 1 or at the e-mail address poverenec@ssc.cas.cz.

WHAT PERSONAL DATA DO WE PROCESS ON YOU AND WHY?

I. PERSONAL DATA PROCESSED ON FORMS

A. LOAN REQUEST

1. We process your personal data – **loan request** (to the extent of your forename and surname, reader's pass barcode number and data on the lease, i.e. service data on the period of lease and the number of the individual study leased) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the period of performance of the contract.

The provision of this data is voluntary. Should you not provide us with this data, we will be unable to prepare an individual study for you to lease.

B. LOAN CARD

1. We process your personal data – **loan card** (to the extent of your forename and surname, address, reader's pass barcode number, signature and data on the lease, i.e. service data on the period of lease and the number of the individual study leased) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the period of performance of the contract.

The provision of this data is voluntary. Should you not provide us with this data, we will be unable to lease an individual study to you.

C. HANDOVER PROTOCOL

1. We process your personal data – **handover protocol** (to the extent of your forename and surname, reader's pass barcode number, signature and data on the lease, i.e. data on the period of lease and the number of the individual study leased, the amount of the lease fee and the method of its payment) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the period of performance of the contract.

The provision of this data is voluntary. Should you not provide us with this data, we will be unable to lease an individual study to you.

2. We process your personal data – **handover protocol** (to the extent of your forename and surname, reader's pass barcode number, signature and data on the lease, i.e. data on the period of lease and the number of the individual study leased, the amount of the lease fee and the method of its payment) – for the purpose of keeping accounts of receipts, this on the legal basis of the performance of a legal obligation in accordance with article 6, para. 1, point c) of the Regulation.

We process this data for a period of 5 years from the end of the accounting period to which it relates.

We are obliged to process this data by Act 563/1991 Sb. on accountancy. Should you not provide us with this data, we would violate our legal obligation as the processor of personal data.

II. PERSONAL DATA PROCESSED IN THE AUTOMATED LIBRARY SYSTEM (ALS)

A. USER ACCOUNT

1. We process your personal data – **user account in the ALS** (to an extent not exceeding your forename and surname; date of birth; log-on data for first log-on, i.e. reader's pass barcode number and password for first log-on; language of communication (Eng/Cz); date of establishment of your user account; validity of membership; the codes of any transgressions and notes on such transgressions; user status, i.e. type of membership; permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals; e-mail address; telephone number; contact address; requests, reservations, loans and fees; history: requests and reservations, loans, payment transactions, e-mail correspondence sent arising from the contractual relationship between you and the LCAS, any reminders) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the duration of the validity of your membership.

2. We further process your personal data – **user account in the ALS** (to an extent not exceeding your forename and surname; date of birth; log-on data for first log-on, i.e. reader's pass barcode number and password for first log-on; language of communication (Eng/Cz); date of establishment of your user account; validity of membership; the codes of any transgressions and notes on such transgressions; user status, i.e. type of membership; permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals; e-mail address; telephone number; contact address; requests, reservations, loans and fees; history: requests and reservations, loans, payment transactions, e-mail correspondence sent arising from the contractual relationship between you and the LCAS, any reminders) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interests in accordance with article 6, para. 1, point f) of the Regulation. Our justified interests in this case relate to the technical impossibility of erasing the part of your user account relating to the lease of individual studies without erasing your user account in its entirety as a result of the nature of the automated library system.

We process this data for a period of 3 years of the expiry of the validity of your membership.

This processing of your personal data based on our justified interests does not require your agreement. You do, however, have the right to submit an objection to this processing at any time without charge.

B. THE LEASE OF A STUDY

Reservation of the lease of an individual study (loan request)

1. We process your personal data – **loan request in the ALS** (to the extent of the data on your user account, see II. A. User account, and data on the lease, i.e. service data on the period of lease and the number of the reserved study) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the period of performance of the contract.

The loan of a key to an individual study

1. We process your personal data – **loan in the ALS** (to the extent of the data on your user account, see II. A. User account, and data on the lease, i.e. service data on the period of lease and the number of the reserved individual study) – for the purpose of providing the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the period of performance of the contract.

History of loans and requests

1. We process your personal data – **history of loans and requests in the ALS** – for the purpose of fulfilling the expected extent of provided services, this on the legal basis of agreement to processing in accordance with article 6, para. 1, point a) of the Regulation.

We process this data for the duration of the validity of your membership.

2. We further process your personal data – **history of loans and requests in the ALS** – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interests in accordance with article 6, para. 1, point f) of the Regulation. Our justified interests in this case relate to the technical impossibility of erasing the history of loans and requests for loans (reservation of a lease) of individual studies without erasing your history of loans and requests for loans of books and journals in its entirety as a result of the nature of the automated library system.

We process this data for a period of 3 years of the expiry of the validity of your membership.

This processing of your personal data based on our justified interests does not require your agreement. You do, however, have the right to submit an objection to this processing at any time without charge.

C. RECORDS OF FEES

Fees

1. We process your personal data – **fees in the ALS** (to the extent of the data in your user account, see II. A. User account, and data on fees, i.e. service data, amount, date and signature) – for the purpose of keeping records of fees associated with activity arising from the contractual relationship between you and the LCAS, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the duration of the validity of your membership.

History of fees

1. We further process your personal data – **history of fees in the ALS** (to the extent of the data in your user account, see II. A. User account, and data on fees, i.e. service data, amount, date and signature) – for the purpose of keeping records of fees associated with activity arising from the contractual relationship between you and the LCAS, this on the legal basis of our justified interests in accordance with article 6, para. 1, point f) of the Regulation. Our justified interests in this case relate to the technical impossibility of erasing fees without erasing your user account in its entirety as a result of the nature of the automated library system.

We process this data for a period of 3 years of the expiry of the validity of your membership.

This processing of your personal data based on our justified interests does not require your agreement. You do, however, have the right to submit an objection to this processing at any time without charge.

III. PERSONAL DATA PROCESSED IN LOGS

A. LOANS IN THE ALS

1. We process your personal data – **log of loans in the ALS** (to an extent not exceeding the data in your user account, see II. A. User account) – for the purpose of keeping records of activities arising from the contractual relationship between you and the LCAS, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for the duration of the validity of your membership.

2. We further process your personal data – **log of loans in the ALS** (to an extent not exceeding the data in your user account, see II. A. User account) – for the purpose of keeping records of activities arising from the contractual relationship between you and the LCAS, this on the legal basis of our justified interests in accordance with article 6, para. 1, point f) of the Regulation. Our justified interests in this case relate to the technical impossibility of erasing this log without erasing your user account in its entirety as a result of the nature of the automated library system.

We process this data for a period of 3 years of the expiry of the validity of your membership.

This processing of your personal data based on our justified interests does not require your agreement. You do, however, have the right to submit an objection to this processing at any time without charge.

IV. E-MAIL CORRESPONDENCE

A. AUTOMATICALLY GENERATED E-MAILS

1. We process your personal data – **informational, automatically generated e-mails** (to the extent of your forename and surname, e-mail address, the text of e-mails) – for the purpose of fulfilling the rights and obligations

arising from the contractual relationship between you and the LCAS, i.e. the sending of information relating to the lease of an individual study, this on the legal basis of the performance of a contract in accordance with article 6, para. 1, point b) of the Regulation.

We process this data for a period of 6 months of the date of sending of an e-mail.

WHO RECEIVES YOUR PERSONAL DATA?

We also pass your personal data, only to the extent absolutely necessary, to the following categories of recipient:

- authorised employees of the LCAS as processors;
- other entities in cases in which we are obliged by legal regulations to provide your personal data (e.g. to the Police of the Czech Republic, to administrative bodies);
- to other entities where this is necessary to the protection of our justified interests (e.g. the lawyer of the LCAS, executors, courts, the authorities).

WHAT ARE YOUR RIGHTS?

You have the right:

- to demand of the processor confirmation of the fact that your personal data is being processed and, if your personal data is being processed, the right of access to this data;
- to the correction of any data that is out of date or incomplete;
- to the erasure of personal data that relates to you or to the limitation of its processing.

You further have the right:

- to submit a complaint to the Office for Personal Data Protection, registered at Pplk. Sochora 27, Prague 7, 170 00, e-mail: posta@uouu.cz;
- to the transferability of your data;
- to revoke any agreement you have conferred to the processing of your personal data, this at any time, if the processing of your personal data is based on the conferral of such agreement. Revoking your agreement does not affect the legality of processing based on agreement conferred before such time as it is revoked.