

INFORMATION ON THE PROCESSING OF THE PERSONAL DATA OF USERS OF THE LIBRARY OF THE CZECH ACADEMY OF SCIENCES

Information for users processing remote access (correspondence registration)

Dear Users,

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, Prague 1, 110 00, 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, Prague 1, 110 00 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. MEMBERSHIP – REGISTRATION

Basic identification data

1. We process your personal data – **basic identification data** (to the extent of your forename and surname, date of birth, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, type and number of identity document submitted at registration/extension of membership and the state that issued it, registration number and membership type) – for the purpose of providing public library and information services, 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.

The provision of this data is voluntary. Should you not provide us with this data, we will be unable to register you at the LCAS.

2. We further process your personal data – **basic identification data** (to the extent of your forename and surname, date of birth, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, type and number of identity document submitted at registration/extension of membership and the state that issued it, registration number and membership type) – for the purposes of preserving traffic and location data created and processed during the provision of publically available electronic communications services, 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 6 months of the expiry of the validity of your membership.

The provision of this data is compulsory. We are obliged to process this data by Act 127/2005 Sb. on electronic communications and by Decree 357/2012 Sb. on the preservation, transfer and deletion of traffic and location data. Should you not provide us with this data, we would violate our legal obligation as processor of personal data.

3. We further process your personal data – **basic identification data** (to the extent of your forename and surname, date of birth, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, type and number of identity document submitted at registration/extension of membership and the state that issued it, registration number and membership type) – for the purposes of simplifying and speeding up the possible restoration of the validity of membership, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the minimisation of administrative work associated with the restoration of the validity of membership following the expiry of its original validity.

We process this data for a period of 1 year 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.

4. We further process your personal data – **basic identification data** (to the extent of your forename and surname, date of birth, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, type and number of identity document submitted at registration/extension of membership and the state that issued it, registration number and membership type) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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.

Contact data

1. We process your personal data – **contact data** (to an extent not exceeding your e-mail address, telephone number) – for the purposes of the performance of rights and obligations 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.

The provision of this data is voluntary. The LCAS will use the e-mail address and telephone number given if the application you complete is inaccurate or incomplete; your application will be rejected in cases in which we are unable to contact you in this way. Your e-mail address also serves for the sending of information regarding the approaching end of your registration period.

2. We further process your personal data – **contact data** (to an extent not exceeding your e-mail address, telephone number) – for the purposes of simplifying and speeding up the possible restoration of the validity of membership, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the minimisation of administrative work associated with the restoration of the validity of membership following the expiry of its original validity.

We process this data for a period of 1 year 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.

3. We further process your personal data – **contact data** (to an extent not exceeding your e-mail address, telephone number) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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. REGISTRATION – USER ACCOUNT

1. We process your personal data – **registration, user account** (to an extent not exceeding your forename and surname, date of birth, address/es, e-mail address, telephone number, registration number, password for first log-on and type and number of identity document submitted at registration/extension of membership and the state that issued it) – for the purpose of providing public library and information services, 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 – **registration, user account** (to an extent not exceeding your forename and surname, date of birth, address/es, e-mail address, telephone number, registration number, password for first log-on and type and number of identity document submitted at registration/extension of membership and the state that issued it) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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. CHANGE FORM

1. We process your personal data – **change form** (to an extent not exceeding your forename and surname, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, e-mail address, telephone number, contact address, type and number of identity document submitted at correction of any data that is out of date or incomplete, and the state that issued it, registration number and membership type) – for the purpose of providing public library and information services, 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 – **změnový formulář** (to an extent not exceeding your forename and surname, permanent residence for Czech citizens, place of residence in the Czech Republic for foreign nationals, e-mail address, telephone number, contact address, type and number of identity document submitted at correction of any data that is out of date or incomplete, and the state that issued it, registration number and membership type) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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.

D. LOAN CARD

This processing of personal data relates only to off-site loans made before 14 December 2018 inclusive.

1. We process your personal data – **loan card** (to the extent of your forename and surname, address, registration number and signature) – for the purpose of providing public library and information services, 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 compulsory. Should you not provide us with this data, we will be unable to provide you with the off-site loan of any requested title.

2. We further process your personal data – **loan card** (to the extent of your forename and surname, address, registration number and signature) – for the purposes of protecting the library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

We process this data for a period of 3 years of the date on which you loan a given title.

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.

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, registration number and ID, chip 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, membership type, 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 public library and information services, 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, registration number and ID, chip 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, membership type, 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 simplifying and speeding up the possible restoration of the validity of membership, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the minimisation of administrative work associated with the restoration of the validity of membership following the expiry of its original validity.

We process this data for a period of 1 year 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.

3. We further process your personal data – **user account in the ALS** (to an extent not exceeding your forename and surname, date of birth, registration number and ID, chip 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, membership type, 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 interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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. LOAN SERVICES

A loan request

1. We process your personal data – **a loan request in the ALS** (to the extent of your forename and surname, registration number) – for the purpose of providing public library and information services, 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.

A loan

1. We process your personal data – **a loan in the ALS** (to the extent of the data on your user account, see II. A. User account, and data on the loan, i.e. bibliographic and service data on the title and the loan period) – for the purpose of providing public library and information services, 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 interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the library holdings.

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

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 the activity of the user, 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.

2. We further 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 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, and history: requests and reservations, loans, payment transactions, e-mail correspondence sent and reminders) – 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 period of performance of the contract.

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, and history: requests and reservations, loans, payment transactions, e-mail correspondence sent and reminders) – for the purpose of keeping records of fees associated with the activity of the user, 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.

B. THE MyQ APPLICATION

1. We process your personal data – **log of the MyQ application for printing and copying** (to the extent of your forename and surname, e-mail address, registration number and ID, the activity of the user) – for the purpose of providing public library and information services, 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 the MyQ application for printing and copying** (to the extent of your forename and surname, registration number and ID, the activity of the user) – for the purpose of preserving the functionality of your user account following the end of the validity of your membership, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is enabling the provision of certain services (on your user account in OPAC Vufind) following the expiry of the validity of membership, which is not technically possible in any way other than by preserving this data in LDAP, which is mirrored in the MyQ application, as a result of the nature of the system.

We process this data for a period of 1 year 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. COMPUTER STUDY

1. We process your personal data – **records of visits to the computer study** (to the extent of your registration number, the date and time of the commencement and termination of work on a computer station and the computer station number) – for the purposes of preserving traffic and location data created and processed during the provision of publically available electronic communications services, 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 6 months of your visit to the computer study.

The provision of this data is compulsory. We are obliged to process this data by Act 127/2005 Sb. on electronic communications and by Decree 357/2012 Sb. on the preservation, transfer and deletion of traffic and location data. Should you not provide us with this data, we would violate our legal obligation as processor of personal data.

D. KNAV_S WI-FI

1. We process your personal data – **log of connections to the KNAV_S Wi-Fi** (to the extent of your registration number, the MAC address of the user's device and the date and time of the commencement and termination of connection to the KNAV_S Wi-Fi, assigned private IP address) – for the purposes of preserving traffic and location data created and processed during the provision of publically available electronic communications services, 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 6 months of the day of connection to the KNAV_S Wi-Fi.

The provision of this data is compulsory. We are obliged to process this data by Act 127/2005 Sb. on electronic communications and by Decree 357/2012 Sb. on the preservation, transfer and deletion of traffic and location data. Should you not provide us with this data, we would violate our legal obligation as processor of personal data.

E. REMOTE ACCESS TO EIR

1. We process your personal data – **remote access to EIR** (to the extent of your forename and surname, e-mail, registration number, the IP address of the user's device, target URL, the date and time of the access, the activity of the user) – for the purposes of preserving traffic and location data created and processed during the provision of publically available electronic communications services, 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 6 months of the day of access to EIR.

The provision of this data is compulsory. We are obliged to process this data by Act 127/2005 Sb. on electronic communications and by Decree 357/2012 Sb. on the preservation, transfer and deletion of traffic and location data. Should you not provide us with this data, we would violate our legal obligation as processor of personal data.

2. We process your personal data – **remote access to EIR** (to the extent of your forename and surname, e-mail, registration number, the IP address of the user's device, target URL, the date and time of the access, the activity of the user) – for the purposes of protecting the electronic library holdings and defending any legal claim arising, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the library's obligation of ensuring the protection of the electronic library holdings.

We process this data for a period of 1 year 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. PERSONAL DATA ASSOCIATED WITH YOUR TIME SPENT IN THE LCAS PROTECTED ZONE

A. THE CAMERA SYSTEM

1. We process your personal data – **recordings from the camera system on your time spent and behaviour in the library premises** – for the purpose of increasing the security of the public space and protecting public property, 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 are the protection of the health and property of people spending time in the LCAS protected zone and the protection of property purchased with public finances, in particular the library holdings.

We process this data for a period of 3 LCAS opening days.

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. AUTHORISED PASSAGE THROUGH THE TURNSTILES

1. We process your personal data – **authorised passage through the turnstiles** (to the extent of your registration ID and the date and time of your entry/exit, i.e. your arrival at/departure from the LCAS protected zone – for the purpose of increasing the security of the public space, protecting public property and the creation of statistics and reports, 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 are the protection of the health and property of people spending time in the LCAS protected zone, the protection of property purchased with public finances, in particular the library holdings, and the library's obligation of reporting statistics on visitor attendance.

We process this data for a period of 3 LCAS opening days.

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.

V. 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) – 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 on provided services, 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.

B. INQUIRIES/REQUESTS SENT BY E-MAIL

1. We process your personal data – **e-mail inquiries/requests for information or services** (to the extent of your e-mail address and other information you provide) – for the purpose of fulfilling the obligation of the LCAS to provide information services and enabling a complaints procedure relating to these services, this on the legal basis of our justified interest in accordance with article 6, para. 1, point f) of the Regulation. Our justified interest in this case is the possibility of assuring a complaints procedure relating to information/services within the legal period for service complaints.

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

VI. PERSONAL DATA KEPT IN ACCOUNTING RECORDS

A. BOOKS OF ACCOUNTS AND ACCOUNTING DOCUMENTS

1. We process your personal data – **fees associated with the enforcement of the legal claims of the LCAS paid by bank transfer**, i.e. fees for the late return and/or replacement of documents and/or reminders (to an extent not exceeding your forename and surname, registration number, bank account number) – for the purpose of keeping records of accounts, 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.

B. FINAL ACCOUNTS

1. We process your personal data – **fees associated with the enforcement of the legal claims of the LCAS paid by bank transfer**, i.e. fees for the late return and/or replacement of documents and/or reminders (to an extent not exceeding your forename and surname, registration number, bank account number) – for the purpose of keeping records of accounts, 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 10 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.

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 processor;
- other entities in cases in which we are obliged by legal regulations to provide your 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 LCAS, as 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.