

# THE PROCESSING OF THE PERSONAL DATA OF USERS AND VISITORS

## DATA ESSENTIAL FOR REGISTRATION

We are a public library whose services and study may be used by anyone following their registration. No matter whether you decide to visit our study just once or are, or want to become, one of our users, your forename and surname, date of birth, address and data on the identity document you present at registration will be processed from the moment you sign your registration form.

We process this basic identification data in order to increase the security of the study premises, to protect the property of the library, to meet the obligations imposed on us by universally binding regulations and our licence agreement and, first and foremost, to be able to provide you with services linked to a specific person such as off-site loans of books and access to electronic information sources and the internet.

## CONTACT DATA

The contact data used most often is your e-mail address which we use to send messages associated with loan services and registration. We provide users with information about books awaiting collection, the automatic extension of loan periods, deadlines for returning loaned books, the lease of individual studies and the approaching end of their registration period. You can, however, also find complete information about loan services in your user account, so this will also be available to you if you choose not to provide your e-mail address.

We use the telephone mainly in cases in which users have left pieces of personal property in the study or cloakroom, as this is the quickest way of notifying you of such situations. We also use telephone numbers and contact addresses to affect the extrajudicial settlement of unmet liabilities. It is up to you whether you provide us with this data or not, and you can add it, amend it or erase it in your user account as and when you wish.

## HISTORY OF LOANS AND REQUESTS

You can also decide yourself whether data on the books, journals and studies you request, loan and return is processed. We have left this history accessible to all our users registered before 25 May 2018, though they may delete it at any time over their user accounts and terminate its processing. Users registering after this date must provide us with their agreement to processing if they want to preserve their history of loans and requests.

## CAMERA SYSTEM RECORDINGS

The library operates a camera system in the library study for the purpose of protecting property, preventing criminality and increasing the security of public premises. The entry to the monitored area is clearly indicated by an information sign with a camera logo.

## CHECKING AND CORRECTING PERSONAL DATA

Your user account provides an overview of the personal data you provided us with on registration and change forms and on most of your activity, i.e. current requests, reservations and loans, your loan history, and library fees, including your fee history. If you discover that your personal data is out of date, you can also correct your contact data here. Your identification data can only be corrected by the library on the basis of a change form completed by you accompanied by the presentation of an identity document. If you discover that your identification data is out of date, or if this data changes in any way, tell us when you next visit the study and we can correct it together.

You also have the right to an overview of all your automatically processed data in electronic form. All you have to do is complete a request when you visit the study and submit it in person to the library staff. The submission of such a request is conditional to verification of the identification of the applicant. We will provide you with your first overview of the processing of your personal data free of charge; your request will be handled within a period of one month of its receipt.

## THE PERIOD OF PROCESSING OF PERSONAL DATA AND ITS DELETION

We process the personal data of users until the expiry of the term of limitation stipulated by the law, i.e. for 3 years following the expiry of the registration period, for the purpose of protecting the library holdings. You may easily and quickly extend your registration during this time without having to complete another registration form and wait for your details to be recorded in the library system, or may request the erasure of your data or submit an objection to this processing. All you have to do is complete a request when you visit the study and submit it in person to the library staff. The submission of a request for the erasure of your data or an objection is conditional to the verification of the identity of the applicant by the staff at the study who take receipt of the given form.

We settle requests for the erasure of data within one month of their receipt and, if the applicant has no unmet liabilities in respect of the library and the library does not require the given personal data for the protection of its rights, the automatically processed personal data of the applicant is deleted by the erasure of his or her identification details (anonymised) and processed data in written form is shredded. Following the expiry of the processing period, the library deletes personal data without the user or visitor needing to submit a request for erasure.

We process camera system recordings for 3 opening days, i.e. the time necessary to determine whether any unlawful acts have been committed in the study and to seek out the pertinent recordings; recordings of unlawful acts are stored until they have been investigated; other recordings are erased. We also process data on passage through the turnstiles and one-day admissions for the same period and for the same reason. This personal data is anonymised and shredded following the expiry of the processing period.

The personal data of visitors on one-day admissions with access to the internet is processed in accordance with the period stipulated by the law for the preservation of traffic and location data, i.e. for 6 months following the expiry of the registration period. This personal data is anonymised and shredded following the expiry of this processing period.

## THE TRANSFER OF PERSONAL DATA

We will, at the expressed request of the applicant following verification of his or her identity, pass his or her electronically processed personal data to another library.

If we are forced to exact the satisfaction of an outstanding in respect of a visitor or user, we will pass his or her personal data to the legal representative of the library.

## WHO CAN YOU TURN TO?

Should you believe that we are, by processing your personal data, in contradiction of Regulation (EU) 2016/679 of the European Parliament and of the Council, you can turn to our commissioner (e-mail: [poverenec@ssc.cas.cz](mailto:poverenec@ssc.cas.cz)) or directly to the Office for Personal Data Protection ([www.uoou.cz](http://www.uoou.cz)). You can find complete information on personal data protection in our [Library Regulations](#).