

## Information about the processing of your personal data

Via this document we would like to inform you, 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, hereinafter the "Regulation"), about the processing of your personal data in our organisation.

### 1. Who is the controller of your data?

The controller of your personal data is Středisko společných činností AV ČR, v. v. i., ID No. 60457856, with registered office at Národní 1009/3, Praha 1, Postal Code 110 00, tel.: +420 221 403 111, e-mail: [ssc@ssc.cas.cz](mailto:ssc@ssc.cas.cz)

### 2. How can you contact our personal data protection officer?

You can contact our personal data protection officer with your requests, questions or comments at the address Středisko společných činností AV ČR, v. v. i., Útvar kontroly a řízení rizik - Pověřenec, Národní 1009/3, Praha 1, Postal Code 110 00, or by e-mail at [poverenec@ssc.cas.cz](mailto:poverenec@ssc.cas.cz).

### 3. What personal data do we process about you and why?

I. We process your personal data, such as form of address, title, first name, surname, company, e-mail, role at the conference (speaker or participant), type of selected lecture/presentation/workshop/tutorial, required diet, whether you will be accompanied at the conference, which events your accompanying person will attend, including required diet, and any other personal data contained in the completed note for the purpose of your registration for an event organized by us so that we know who will participate in our event, on behalf of which company, how many people will attend, including for individual sub-events (lectures/presentations/workshops/tutorials), including the ensuring of refreshments. It is also necessary to process your personal data in order to inform you in a timely manner about the rescheduling of an event, the cancellation of an event or a part of an event, or the filling of capacity and inclusion on a waiting list. We carry out this processing of your personal data on the basis of the legal title of performance of a contract and our legitimate interest under Article 6(1)(b) and (f) of the Regulation. The legitimate interest in this case is to ensure sufficient room capacity, to protect our property, to ensure the safety of all persons at the venue and to obtain information about who attends the events we hold, representing which companies.

The provision of the above data is voluntary. If you do not provide us with this information, at very least we will not be able to inform you in time about any organizational changes or cancellations, about the filling of capacity, or we will not be able to provide refreshments according to your individual needs.

**This processing of personal data based on our legitimate interest does not require your consent, but you have the right to object to this processing at any time free of charge.**

II. We process your personal data such as title, first name, surname, company name and address, company ID number, or VAT number for the purpose of drawing up an invoice/tax document in accordance with the wording of Act No. 563/1991 Coll., on Accounting and Act No. 235/2004 Coll., on Value Added Tax, on the basis of the legal title pursuant to Article 6(1)(f) of the Regulation - the fulfilment of a legal obligation to which the controller is subject. The provision of personal data for this purpose is mandatory.

If you select the option within the application to request a separate invoice for the accompanying person, the personal data of this accompanying person will be processed to the same extent as stated above.

We will process the above personal data only for the time necessary to fulfil the stated purposes of processing, but for no longer than 10 years from the moment of obtaining the aforementioned personal data, for tax documents for 10 years from the end of the tax year in which the transaction took place.

#### **4. Who is the recipient of your personal data?**

We only transfer your personal data to the following categories of recipients to the extent necessary:

- authorised employees of the controller;
- our contractual partners, if they are involved in processing your personal data alongside us (i.e. external processors), such as persons providing technical support, servicing or operating our computer systems, programs, networks and websites or data storage providers.

#### **5. What are your rights?**

You have the right:

- To request confirmation from the controller about the processing of your personal data and, if processed, have the right to access this data;
- To the correction of outdated or incomplete data;
- To the deletion of personal data concerning you or to restrict its processing.

Furthermore, you have the right to:

- File a complaint with the Office for Personal Data Protection, having its address at Pplk. Sochora 27, Praha 7, 170 00, e-mail: [posta@uouu.cz](mailto:posta@uouu.cz);
- To the portability of your data.