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## Information on personal data processing

In this information memorandum, we would like to provide you with a clear and comprehensive overview of the manner in which we process your personal data, their categories, extent and purposes for which they are processed, of the source from which the personal data are obtained, and on the persons to whom your personal data are transferred. You will also find here information on your rights concerning the personal data processing.

This information is intended for:

- registered participants of the course “PROGRAMING IN R” organized by the Institute of Molecular Genetics of the Czech Academy of Sciences.

In this text, you will particularly find answers to the following questions:

1. Who is the controller of your personal data?
2. What data on your person are processed by IMG?
3. Why are your personal data processed by IMG?
4. For what purposes does IMG process your personal data?
5. In what manners does IMG process your personal data?
6. What rights can you apply in association with processing your personal data at IMG?
7. For how long does IMG process your personal data?
8. To whom does IMG allow access to your personal data?

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

The controller of your personal data is:

**Institute of Molecular Genetics of the Czech Academy of Sciences**  
**Vídeňská 1083, Prague 4, 142 20, Czech Republic**

In this text further referred to as “IMG”

You can address your suggestions or questions related to the processing of your personal data:

- in printed form to the address: Institute of Molecular Genetics of the Czech Academy of Sciences  
Vídeňská 1083, Prague 4, 142 20, Czech Republic;
- by e-mail to: [gdp@img.cas.cz](mailto:gdp@img.cas.cz);
- via IMG data box (5h4n4m4)

### 2. What data on your person are processed by IMG?

**Data provided within the framework of the registration process**

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Identification data – name, surname, degree(s), your institution and position at work.

Contact data – phone number, e-mail address, address of your institution and invoicing address.

### 3. Why are your personal data processed by IMG?

#### What legal bases for personal data processing does IMG use?

IMG may process your data solely for purposes having an appropriate legal basis. In view of the position of IMG as an employer and of the purposes for which it processes your personal data in relation to this position, the only legal bases for processing personal data are the following:

- if it is necessary for fulfilment of a contract concluded with you or for adopting measures preceding conclusion of this contract at your request;
- if it is necessary for fulfilment of our legal duty;
- for protecting our rights and legally protected interests;
- based on your consent.

For processing your personal data, your consent is only needed in cases that IMG does not have another legal basis for the particular purpose of their processing.

#### How does IMG get your personal data?

IMG processes personal data that:

- you have provided to IMG by yourself;
- are obtained from the third parties entitled to handle these data and transfer them to IMG based on fulfilment of particular conditions (e.g., during mediation of your registration by your institution).

### 4. For what purposes does IMG process your personal data?

#### Purpose of processing: organization and administration of the course “PROGRAMING IN R”

More detailed description: For organizing and administering the event to which you are being registered, we need to know the data that you provide us during the registration process.

Legal basis:

- Fulfilment of a contract

#### Purpose of processing: to provide security

More detailed description: for the purpose of ensuring security of property and data protection, a system of cameras have been installed in selected locations.

In association with utilization of the IT equipment and information systems making part of the

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network infrastructure operated by us, logs are collected.

Legal basis:

- Protection of our rights and interests protected by law

## 5. In what manners does IMG process your personal data?

Personal data processing is done both manually and in an automated way in electronic information systems, both in electronic and printed form, always with high technical, organizational and personal security in accord with legal requirements.

Personal data are under permanent physical, electronic, as well as procedural control.

## 6. What rights can you apply in association with processing your personal data at IMG?

### Information on personal data processing

You can ask us for the information on processing your personal data, in which we have to disclose, without undue delay:

- the purpose of processing;
- processed personal data or their categories, including all available information on their source;
- recipients, or categories of recipients;
- nature of the automated processing, when the data are used for deciding on the rights of the data subject.

For providing this information, we are entitled to require an adequate fee not exceeding the costs needed for providing the information.

### Application for explanation / elimination of illegal state

If you believe or find out that we process your personal data at variance with protection of your private and personal life or contrary to law, you are entitled to request an explanation and/or prompt us to remove the illegal state, i.e., to blocking, correcting, complementing, or eliminating the personal data.

In case of violation of our duties, you can also address your suggestions to the Office for Personal Data Protection (“Úřad pro ochranu osobních údajů,” “ÚOOÚ”), residing at the address Pplk. Sochora 27, 170 00 Prague 7, Czech Republic, phone No. +420 234 665 111 (exchange). ÚOOÚ operates the website: [www.uoou.cz](http://www.uoou.cz), at which you can find more information on the possible help by ÚOOÚ.

### Withdrawal of consent

You can withdraw your consent to processing personal data at any time. The withdrawal of consent

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shall not affect the lawfulness of processing based on the consent before its withdrawal. Also, the withdrawal of consent has no effect on our contractual relationship.

**How can you apply the above-mentioned rights?**

Contact us via some of the above-mentioned contacts.

**7. For how long does IMG process your personal data?**

We process your personal data from the date of your registration until termination of the event to which you are registered, and then until the accounts have been finally settled and closed. After termination of the event, only those documents, i.e., personal data, are preserved the preservation of which is based on a justified interest (or protection of our interests in case of conflict), for the duration of 10 years after termination of your employment at IMG, and/or those documents, i.e., personal data, that we are bound to preserve based on our legal regulations.

The personal data that we process based on your consent are processed for the period for which you have given us your consent, or until the moment you withdraw your consent.

In accord with the principle of data minimization, in all cases we only process those personal data that we necessarily need for the particular purpose and preserve them only for the indispensable time. When this period elapses, the personal data are erased, i.e., anonymized.

**8. To whom does IMG allow access to your personal data?**

Generally speaking, the recipient of personal data represents any subject to whom the access to personal data is provided. According to the situation, the recipient of personal data may thus represent another personal data controller (defining by itself the purposes and means of processing these personal data) or personal data processor (processing personal data for the personal data controller).

On principle, IMG does not share your personal data with other controllers of personal data, unless such data transfer were given by a duty or claim based on a legal regulation, or a justified interest, or in case you gave your consent to such data transfer.

Your consent is not needed for sharing personal data with personal data processors. With every subject that could become processor of the personal data we control within the framework of his/her activities, we shall conclude a written contract on processing personal data, and this personal data processor is entitled to handle these data to the extent indispensable for fulfilment of his/her task, for the purposes of fulfilment of his/her task and for the agreed period.

**Suppliers**

Some of our activities may include third subjects – our suppliers. Depending on the nature of the particular activity, your personal data may be processed by this supplier in a position of processor or controller of personal data.