

INFORMATION PROVIDED TO DATA SUBJECTS ACCORDING TO THE GENERAL DATA PROTECTION REGULATION

I. Preamble

According to the provisions of Article 12 (1) in conjunction with the provisions of Article 13 of 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**"), any party that processes personal data is obligated to provide the subject of these personal data (i.e. those who are identified or identifiable on the basis of these personal data) with the following information.

II. Data Controller

A public research institution called **Institute of Molecular Genetics of the Czech Academy of Sciences (in Czech: Ústav molekulární genetiky AV ČR, v. v. i.)**, Company ID No. 68378050, with its registered office at Vídeňská 1083, Prague 4 - Krč, Post Code 142 20, registered in the Register of Public Research Institutions on 1 January 2007 runs within its activity the Czech Centre for Phenogenomics. This INFORMATION PROVIDED TO DATA SUBJECTS ACCORDING TO THE GENERAL DATA PROTECTION REGULATION is related exclusively to the activity of the Czech Centre for Phenogenomics.

The data controller for the Czech Centre for Phenogenomics is the Institute of Molecular Genetics of the Czech Academy of Sciences.

III. Contact details

As regards the issues concerning personal data processing, it is possible to contact Institute of Molecular Genetics of the Czech Academy of Sciences, as a data controller, by using the following details:

Phone:	(+420) 241 063 215
Fax:	(+420) 224 310 955
E-mail:	office@img.cas.cz
Data box:	5h4n xm4

The position of a data protection officer, who works for the data controller, is held by: JUDr. Jitka Oliberiusová (gdpr@img.cas.cz).

IV. Scope of Personal Data Processing

Institute of Molecular Genetics of the Czech Academy of Sciences is the data controller of personal data, which are necessary for the activity of the Czech Centre for Phenogenomics (its main activity, as well as other activities pursuant to the Act no. 341/2005 Sb., on Public Research Institutions), whether directly or indirectly, as part of the performance of its legal obligations arising mainly from the institute's status as an employer, as well as in other cases. Institute of Molecular Genetics of the Czech Academy of Sciences processes personal data especially based on signed contracts or based on requirements stipulated by legislation or based on its legitimate interest.

Thus, these data especially include the following:

1. all personal data related to employees of the Czech Centre for Phenogenomics, which are necessary for the department to function, or are passed by the Czech Centre for Phenogenomics to another department of the Institute of Molecular Genetics of the Czech Academy of Sciences (e.g. information relevant to HR, wage information, IT, etc.), this data mainly consist of name, surname, phone number, e-mail address, records of working hours etc.
2. all personal data the processing of which is indirectly related to the performance of activities of the Czech Centre for Phenogenomics;
3. all personal data the processing of which is directly related to the performance of activities of Czech Centre for Phenogenomics, especially the following:
 - a) personal data related to the option of third parties to contact the employees of the Czech Centre for Phenogenomics (esp. name, surname, job position, business telephone number, business e-mail address);
 - b) photos and video recordings taken for the purpose of presenting and promoting the activities of the Czech Centre for Phenogenomics;
 - c) personal data related to the preparation and submission of an application for grants for specific projects under the activities of Institute of Molecular Genetics of the Czech Academy of Sciences in the scope determined by the grant provider (esp. name, surname, job position, job experience).
 - d) personal data related to intellectual property rights of employees or of the Czech Centre for Phenogenomics in connection with employee works or inventions - i.e. esp. name, surname, title, date of birth, address, data concerning compensation payable to an employee).

V.**Legal Basis and Purpose of Personal Data Processing**

Institute of Molecular Genetics of the Czech Academy of Sciences processes the above-mentioned data only in accordance with the Regulation (the provisions of Article 6 (1) and the provisions of Article 9 (2)), i.e. on the basis of:

- A. express consent of the person whom the personal data concern (i.e. the data subject);
- B. a contract the performance of which necessitates the processing of personal data (e.g. identifying a person with whom Institute of Molecular Genetics of the Czech Academy of Sciences has entered into a contract, esp. an employment contract);
- C. the performance of obligations of Institute of Molecular Genetics of the Czech Academy of Sciences that arise under the legislation of the Czech Republic or the EU (e.g. handing over an employee's personal data to the relevant health insurance company, archiving documents, providing assistance to public authorities, etc.);
- D. processing for the purpose of performing obligations and exercising special rights of Institute of Molecular Genetics of the Czech Academy of Sciences;
- E. a vital interest for the purpose of averting harm to the life of the person whom the personal data concern or of another person (e.g. handing over to the ambulance the personal data of an employee who has suffered an injury);
- F. a legitimate interest of Institute of Molecular Genetics of the Czech Academy of Sciences (e.g. the protection of assets of Institute of Molecular Genetics of the Czech Academy of Sciences by monitoring attendance at workplace via an access control system);

and for the following purposes:

- 1. the performance of a contract the fulfilment of which necessitates the processing of personal data (e.g. an employment contract, etc.);
- 2. proper fulfilment of work obligations of the employees of the Czech Centre for Phenogenomics;
- 3. the provision of the protection of intellectual property rights of employees or Institute of Molecular Genetics of the Czech Academy of Sciences in connection with employee works or inventions (esp. in relation to contracts entered into with employees and in relation to the payment of compensation);
- 4. presentation and promotion of the activities of Institute of Molecular Genetics of the Czech Academy of Sciences, including by a method enabling remote access;
- 5. the preparation and submission of an application for grants for specific projects as part of the activities of the Czech Centre for Phenogenomics.

VI.

Personal Data Processing Based on the Protection of Legitimate Interests of Institute of Molecular Genetics of the Czech Academy of Sciences and the Data Subject's Right to Object

According to the provisions of Article 6 (1) (f) of the Regulation, Institute of Molecular Genetics of the Czech Academy of Sciences has the right, even without prior consent of data subjects (i.e. those whom the personal data concern), to process their personal data for the purpose of protecting its legitimate interests.

In this respect, Institute of Molecular Genetics of the Czech Academy of Sciences may process personal data only on condition that the legitimate interest of Institute of Molecular Genetics of the Czech Academy of Sciences (e.g. integrity of ownership) is not overridden by the interests and/or fundamental rights and freedoms of persons whose personal data are to be processed (e.g. privacy protection).

Any person whose personal data are processed for the purpose of legitimate interests of Institute of Molecular Genetics of the Czech Academy of Sciences under this Article has the right to file an objection to this processing. In this case, Institute of Molecular Genetics of the Czech Academy of Sciences is obligated to perform an assessment of such a legitimate interest.

If an objection raised to personal data processing for the purpose of protecting a legitimate interest is clearly unfounded and/or unreasonable or if it is raised by an insufficiently identified data subject (anonymously), Institute of Molecular Genetics of the Czech Academy of Sciences may reject the objection no later than within one (1) month after receipt of the objection. Institute of Molecular Genetics of the Czech Academy of Sciences shall notify the complainant in writing (where possible) of its decision on the objection and shall state reasons for this decision.

VII.

Disclosure of Personal Data to Other Parties (Recipients)

The Czech Centre for Phenogenomics discloses personal data of data subjects as necessary to the following third parties:

- to other departments of Institute of Molecular Genetics of the Czech Academy of Sciences, i.e. within one data controller
- to an external law office, external auditors or other external consultants for the purpose of using legal services, performing an audit or providing other advice;
- to parties providing server, web, cloud or IT services or to the institute's business partners;
- to contractors for the purpose of proper performance of contracts, including cooperation on projects and on research;
- to grant providers for the purpose of obtaining grant financing;

- to government authorities, as well as to other entities, if Institute of Molecular Genetics of the Czech Academy of Sciences is obligated to transfer personal data under the statutory provisions;
- to other parties for any other purpose after prior notification to the data subject or at the data subject's request.

VIII.

Method of personal data processing

Institute of Molecular Genetics of the Czech Academy of Sciences places emphasis on the protection of the personal data it processes. Personal data processing is carried out both manually and via electronic systems by authorized persons who are trained and are bound by the confidentiality obligation.

As part of personal data processing, Institute of Molecular Genetics of the Czech Academy of Sciences does not use automated decision-making (including profiling), i.e. predicting aspects in people behaviour by means of computer equipment.

IX.

Personal Data Retention Period

Institute of Molecular Genetics of the Czech Academy of Sciences processes personal data in accordance with the applicable statutory provisions, for a period for which they are strictly necessary, or could be necessary for protection of legitimate interests of Institute of Molecular Genetics of the Czech Academy of Sciences, or for a period set by statutory provisions for their archiving.

The period of personal data processing for individual specific purposes is governed by the discarding rules of Institute of Molecular Genetics of the Czech Academy of Sciences

The period of processing for a given purpose shall be notified to the data subject upon the start of the processing and shall be repeatedly notified to the data subject at the data subject's request.

X.

Rights of Persons Whose Personal Data Are Processed

Any person whose personal data are processed by Institute of Molecular Genetics of the Czech Academy of Sciences shall have the right to:

1. withdraw the consent they have given to the processing of personal data;
2. ask Institute of Molecular Genetics of the Czech Academy of Sciences whether the institute processes personal data on them and ask that the institute provide specific information - the purposes of processing, categories of the personal data concerned, the recipients who have been

- given access to the personal data, the planned retention period or the criteria for setting this period, etc.;
3. ask for the correction and completion of personal data if the data are inaccurate or outdated (“right to rectification”);
 4. ask for the deletion of personal data (disposal of the data and discontinuation of the processing thereof) in the event that:
 - a) the personal data are no longer necessary for the purpose for which they were collected or processed;
 - b) the person withdraws their consent if data processing is based on the person’s consent and there is no other legal reason for data processing;
 - c) the person raises a justified objection to data processing due to legitimate interests of a data controller;
 - d) the personal data have been processed unlawfully;
 - e) no parental consent has been given to the processing of personal data of children;
 - f) it is required by a legal obligation ensuing from the legislation of the Czech Republic or of the EU;
 5. ask for the restriction of processing of their personal data if:
 - a) the person objects to the accuracy of the data;
 - b) the processing of these data is unlawful, but instead of their deletion only their restriction is required;
 - c) Institute of Molecular Genetics of the Czech Academy of Sciences no longer needs these data for the purposes of processing, but the person to whom the data processing applies requires these data for establishing, exercising or defending legal claims;
 - d) the person has objected to data processing and Institute of Molecular Genetics of the Czech Academy of Sciences has not yet made a decision on this objection;
 6. ask for the provision of personal data that are processed about the person by Institute of Molecular Genetics of the Czech Academy of Sciences in a structured, commonly used and machine-readable format for the purposes of providing these data to another controller, but only if the processing of personal data is based on consent or on a contract and, at the same time, the processing is carried out by automated means (“right to data portability”);
 7. raise an objection to personal data processing based on the protection of legitimate interests of Institute of Molecular Genetics of the Czech Academy of Sciences;
 8. file a complaint about personal data processing by Institute of Molecular Genetics of the Czech Academy of Sciences with the Office for Personal Data Protection, with its registered office at Pplk. Sochora 27, Prague 7, Post Code 170 00.

XI.

The Procedure of Institute of Molecular Genetics of the Czech Academy of Sciences for Handling Requests Submitted by Data Subjects

As stated above, any person whose personal data are processed by Institute of Molecular Genetics of the Czech Academy of Sciences has the option to contact the institute and exercise their rights as described in this document, esp. in the provision of Article X.

Regarding the objection against processing personal data based on protection of legitimate interests in the provision of Article VI. of this document, the Institute of Molecular Genetics of the Czech Academy of Sciences is entitled to proceed similarly in other cases.

Generally, Institute of Molecular Genetics of the Czech Academy of Sciences is obligated to respond to requests submitted under Article X by persons whose personal data it processes within one (1) month after the date of receipt of a request (a concern or an objection). If there are many requests or if the scope of requests is substantial, Institute of Molecular Genetics of the Czech Academy of Sciences may extend this period by another two (2) months. However, in this case, Institute of Molecular Genetics of the Czech Academy of Sciences shall notify the requesting party (complainant) of the extension within one (1) month after the request submission date.

Within the defined period, Institute of Molecular Genetics of the Czech Academy of Sciences shall notify the requesting party (complainant) of any measures taken or of the fact that no measures have been taken. If no measures have been taken, Institute of Molecular Genetics of the Czech Academy of Sciences shall inform the requesting party about the reasons for such a decision and on the option to file a complaint with the Office for Personal Data Protection and about possible further course of action.

All the notifications given at the request of a person whose personal data are being processed and all the decisions on objections shall be provided by Institute of Molecular Genetics of the Czech Academy of Sciences free of charge. However, this shall not apply if the filed requests (objections) are clearly unfounded and/or unreasonable (especially if they repeat themselves). In this case, Institute of Molecular Genetics of the Czech Academy of Sciences may refuse to grant the request or may charge a fee for its notification or act, while taking into consideration the related administrative expenses.