

**Information Memorandum on the Processing of Personal Data in the Context Conferences and Seminars Organised by ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s.**

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s., reg. No. 29142890, having its registered office at Na Karmeli 1457, Mladá Boleslav II, 293 01 Mladá Boleslav (hereinafter referred to as the “College”), as the controller of personal data, processes the personal data of data subjects represented by lecturers and other participants in conferences and seminars (hereinafter referred to as “Events”) organised by the College.

In accordance with Article 12 et seq. 2016/679 of the REGULATION OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL (EU) 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 referred to as the “Regulation”), the College provides the data subjects with the following information on the processing of personal data and information on capturing and publishing photographs, audio and video recordings of events pursuant to Act No. 89/2012 Coll., the Civil Code.

In order to exercise their rights, data subjects may contact the College using the contact details provided below:

In writing to:	ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. Na Karmeli 1457 293 01 Mladá Boleslav
Via data box ID:	t9xtj28
Via e-mail to:	DPO@savs.cz

The data controller has appointed a Data Protection Officer. Data subjects may contact the Data Protection Officer in all matters relating to the processing of their personal data and the exercise of their rights under the Regulation. Contact details of the Data Protection Officer:

Title, name, surname:	Mgr. Vladimír Nesvadba
E-mail address:	skoda@viavis.cz

## *Purpose and Legal Grounds for the Processing of Personal Data*

We process personal data for the purpose of handling applications for participation in events, communication with speakers and registered participants, possible payments related to participation in events, providing services for event participants, publishing and promoting the outcomes of these events, promoting events and direct invitations to other similar events.

Personal data is processed on the grounds of the following authorisations:

- Necessary processing **for the performance of a contract** to which the data subject is a party or for the implementation of measures taken prior to the conclusion of the contract at the request of the data subject (Article 6(1)(b) of the Regulation). Where the provision of personal data is a contractual requirement or a requirement to be included in a contract (and not for the performance of a legal obligation), a refusal to provide personal data by the data subject may result in a situation where the contract cannot be concluded. However, the College shall not condition the conclusion of a contract on the provision of personal data by the data subject which is not necessary for the proper conclusion of the contract.
- Necessary processing **for compliance with a legal obligation** to which the data controller is subject (Article 6(1)(c) of the Regulation). In cases where the processing of personal data is based on the performance of legal obligations and the provision of personal data is a legal requirement, the data subject shall be obliged to provide personal data. Failure to provide personal data may result in non-compliance with the legal requirements, which may lead to obstruction of the operations carried out.
- Necessary processing for the purposes of **legitimate interests of the College**, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data, in particular where the data subject is a child (Article 6(1)(f) of the Regulation). These legitimate interests shall include the defence of the College's legal claims, the performance of tasks related to the event organisation, the scientific development and promotion of the College.

Where the processing of personal data is based on the **data subject's consent** to the processing of personal data (Article 6(1)(a) of the Regulation), it shall be carried out solely for the purposes and under the conditions expressed in the consent, which are always communicated to the data subject before the consent is given.

## *Capturing Photographs, Audio and Video Recordings*

At events, photographs, video or audio recordings (hereinafter referred to as "Recordings") of persons present at the event may be captured by the College under the conditions set out in Section 84 et seq. of the Civil Code. The Recordings shall be used for press, radio, television or similar broadcasts and the permission of the persons concerned shall not be required for their capture or publication pursuant to Section 89 of the Civil Code. Should the Recordings be captured for purposes for which permission is necessary, such permission shall be required before the Recording is captured.

## *Categories of Personal Data*

- Identification data
- Address data
- Contact data
- Employment and employer data
- Payment data
- Photographs

### *Method of Capturing Personal Data*

If the personal data is not obtained from the data subject, it shall be obtained from public sources (e.g. commercial register, ARES, trade register, in particular to verify the correctness of personal data already processed) or from the College's partners.

### *Retention Period of Personal Data*

Personal data are retained for the period stipulated by the relevant generally binding legal regulations, if such processing is imposed.

If personal data are processed for exercising the rights of the data controller or as a period of time necessary to defend legal claims of the data controller, the personal data shall be stored for the duration of the general limitation period for exercising such rights.

In the case the data subject provides consent, the period for retention of the personal data shall be specified in the consent provided.

Other personal data shall be stored for a maximum period of six years from the date of the event.

### *Recipients of the Personal Data*

Under predefined legal conditions, personal data may be provided to entities to which the College is obliged to provide personal data on the basis of relevant generally binding legal regulations or to recipients specified in the consent to the processing of personal data.

Personal data shall not be transferred to other recipients, including recipients in third countries (countries outside the European Union member states or the European Economic Area) or international organisations.

### *Automated Decision-Making and Profiling*

There shall be no automated decision-making, including profiling, in the processing of personal data.

### *Rights of the Data Subject*

1. In cases where processing is based on Article 6(1)(a) of the Regulation or Article 9(2)(a) of the Regulation, i.e., processing of personal data is carried out with the consent of the data subject, the data subject shall be entitled to withdraw the consent at any time, without prejudice to the lawfulness of the processing based on the consent provided prior to its withdrawal.
2. Lodge a complaint with the supervisory authority, which is the Office for Personal Data Protection ([www.uoou.cz](http://www.uoou.cz)).
3. Under Article 15 of the Regulation, the right to access personal data and the right to obtain confirmation from the data controller as to whether or not personal data concerning them is being processed and, if so, the data subject shall be entitled to access that personal data and to obtain information about its processing.
4. Under Article 16 of the Regulation, the right to request the data controller to rectify inaccurate personal data concerning the data subject or to update incomplete personal data without undue delay.
5. The right to have personal data relating to the data subject erased by the data controller without undue delay under the conditions set out in Article 17 of the Regulation.

6. The right to have the data controller restrict the processing of personal data of the data subject under the conditions set out in Article 18 of the Regulation.
7. Under Article 19, the right to obtain information about the recipients of personal data.
8. Under the conditions set out in Article 20 of the Regulation, the right to obtain personal data relating to the data subject which they have provided to the controller in a structured, commonly used and machine-readable format and the right to transmit those data to another controller.
9. Under the conditions set out in Article 21 of the Regulation, the right to object to the processing of personal data concerning the data subject.
10. Under the conditions set out in Article 22 of the Regulation, not to be subject to any decision based solely on automated processing, including profiling, which produces legal effects concerning the data subject or significantly affects them in a similar respect.
11. Under Article 34(1) of the Regulation, the data controller must notify the data subject of a personal data breach if it is likely to result in a high risk to the rights and freedoms of the data subject. The data controller shall not be subject to this obligation if one of the conditions set out in Article 34(3) of the Regulation applies.