

Information on the Processing of Your Personal Data

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 referred to as "the Regulation"), we would like to use this document to inform you about the processing of your personal data within our organisation.

1. Who is your Data Controller?

The controller of your personal data is the Centre of Administration and Operations of the Czech Academy of Sciences (Středisko společných činností AV ČR, v. v. i.), Business ID No: 60457856, registered seat: Národní 3, Prague 1, post code 117 20, phone: +420 221 403 111, e-mail: ssc@ssc.cas.cz.

2. How can you contact our Data Protection Officer?

You can contact our Data Protection Officer with your requests, questions, or remarks at the address Centre of Administration and Operations of the Czech Academy of Sciences, Division of Controlling and Risk Management - Data Protection Officer, Národní 3, Prague 1, post code 117 20, or by sending an e-mail to poverenec@ssc.cas.cz.

3. What types of personal data do we process and why?

I. We process such personal data as your name, surname, title, e-mail address, telephone number and mailing address in order to offer your internship to enrolled students and later on to make a contract and in order to contact you and inform you about any matter concerning your internship.

II. We will also process the above-mentioned personal data for the purposes of exercising and defending our legal rights. This data will be processed for the above-specified purposes on the legal basis of our legitimate interests pursuant to Article 6(1) (f) of the Regulation. Our legitimate interests in this case are exercising and defending our legal rights. This data will be processed for the above-specified purposes for the duration of the period for exercising a claim for a defective performance (complaint), as well as for the duration of the limitation and prescription periods for individual rights defined in Act No 89/2012 Coll., the Civil Code. Should we exercise any such claims before a court or other public authorities, the data shall be processed for the duration of the proceedings before these authorities.

The above-specified personal data processing based on our legitimate interests does not require your consent; however, you have the right to lodge a

4. Who are the recipients of your personal data?

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

- authorised employees of the Controller;
- our contractual partners, in the event that they participate in the processing of your personal data alongside us (i.e. processors), such as providers of technical support, servicing or operation of our computer systems, programmes, networks and website; data storage system providers; postal service providers
- other entities in cases where we are required to provide your personal data by law (e.g. the Police of the Czech Republic and other public authorities);
- other entities, if it is essential for the protection of our legitimate interests (e.g. lawyers, bailiffs, courts, and government offices);

5. What are your rights?

You have the right to:

- request confirmation of the processing of your personal data from the Controller, and, if such data is being processed, you have the right to access this data;
- rectify out-of-date or incomplete information;
- erase or restrict personal data which concerns you;

You also have the right to:

- lodge a complaint with the Office for Personal Data Protection, with its registered seat at the address: Pplk. Sochora 27, Prague 7, 170 00, email: posta@uouu.cz;
 - determine the portability of your data;
- withdraw consent to personal data processing at any time, provided that personal data processing is based on such consent. Withdrawal of consent shall not affect the lawfulness of processing carried out on the basis of consent before it is withdrawn.

complaint against it free of charge and at any time.