

Excerpt from Information on the Protection of Personal Information of Users of the Research Library (Privacy Policy)

1. SCOPE OF PROCESSED DATA

1.1. The Library processes only such data to be able to provide high-quality and convenient services and to adhere to the statutory obligations and protect its legitimate interests. The data is collected in particular about registered users and their statutory representatives.

1.2. The Library processes in particular the following categories of personal data:

- a. **Identification data of the registered user** such as name and surname, date of birth, address of permanent residence, Reader's card number; and, in case of foreigners, also: information about validity of the residence permit in the territory of the Czech Republic; and, in case of children under 15 years of age: name, surname, date of birth and address of permanent residence of the child's statutory representative, signature of the statutory representative and the Reader's signature.

Such data is necessary for the Reader's registration (conclusion of a contract). In connection with the provision of services, the Library processes, in particular, information about the history of book loans and about the payments made for the provided services subject to a fee.

- b. **Supplementary information and contact details of a registered user** (voluntary): another contact address, email, degrees (academic titles), information on whether the Reader is a holder of the ZTP/ZTP-P card (card for the handicapped), and information on whether the Reader is a student.

If such data is provided to the Library, the Reader can obtain more convenient communication services, e.g. receive notifications about the upcoming expiry of registration, about the prepared reservations, etc. Or, it is possible to draw discounts upon registration for the defined Reader categories (students, ZTP/P). Such information is not necessary for the conclusion of the contract.

- c. **Other data of non-registered users:** the scope of the processed data is usually defined by the purpose of registration for a one-time event. Such data may include the provision of the basic identification data (name and surname, email, telephone number) for the purpose of registration to the organised cultural or educational event with a limited capacity.

2. PURPOSE OF PROCESSING

The basic purpose of processing personal data of the Library's users is the provision of services as defined by the Library Rules.

3. PERIOD OF PROCESSING/KEEPING PERSONAL DATA

As for the personal data of a registered Reader, the Library will erase or anonymize personal data automatically after the expiry of six (6) months from the end of the registration period unless the Reader has a registered debt with respect to the Library. If the Reader has a registered debt, his/her personal data will be erased/anonymized after the expiry of one (1) year from the settlement of the last Reader's debt to the Library.

4. RIGHTS OF THE LIBRARY'S USERS

The users have the following rights: the **right to access** personal data; the right to **rectification** of personal data; the right to **erasure** of personal data; the right to **restriction** of processing of personal data; the right to **portability** of personal data; the right to **withdraw the granted consent**; the right to **object**; the right to **lodge a complaint**.

THE FULL WORDING OF THE PRIVACY POLICY IS AVAILABLE AT WWW.SVKHK.CZ OR IN THE LIBRARY.
SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT MS BOHDANA HLADÍKOVÁ, EMAIL: gdpr@svkhk.cz,
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