

Reporting duties of the personal data controller – conference

Information about the processing of personal data

Personal data controller

The personal data controller is Charles University, Ovocný trh 560/5, 116 36 Prague 1, ID no. 00216208, contact address: Faculty of Arts of Charles University, nám. Jana Palacha 1/2, 116 38 Prague 1 (the “Controller”).

The controller, its employees, and any contractually bound personal data processor have access to the supplied personal data.

Personal data protection officer

Charles University’s personal data protection officer may be contacted at the e-mail address gdpr@cuni.cz.

Scope of processed personal data

The controller will process personal data in the scope supplied in relation to registration for the conference. In particular, the controller will process the following: salutation, first name, surname, title of contribution, name of the conference section, contribution type, contribution language, abstract, name of the university, e-mail, and any optionally provided data: academic title(s), age, name of the faculty, study level.

Purpose and legal basis for processing personal data

The controller will process the supplied personal data for the following purposes:

- 1) Organization of the conference, i.e. conference registration, preparation of conference materials, issuing receipts, contacting people in relation to the conference, including sending a satisfaction survey for improving the provided services relating to the conference and resolving any discrepancies or disputes that could arise in this context;
- 2) in the event of participating in the conference with a contribution, also for the purpose of presentation and publication of the content, progress, and results of the conference, specifically as a part of the conference materials and the controller’s web pages;
- 3) Fulfilling accounting, tax, archival, and similar duties in relation to the relevant institutions or authorities;
- 4) Sending e-mail messages for direct marketing, i.e. offering the controller’s products and services, including sending commercial communications.

The legal basis for processing the supplied personal data is the necessity of processing for:

- 1) Fulfilling the contract arising between the data subject and the controller upon registering for the conference and whose subject matter is participation in the conference, including the resolution of any deficiencies or disputes that could arise during fulfilment of the contract; this legal basis is established under Article 6(1b) 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) (the “GDPR”);
- 2) Fulfilling the legal duties relating to the controller, in particular under:
 - a) Act no. 563/1991 Sb., on Accounting, as amended,
 - b) Act no. 586/1992 Sb., on Income Tax, as amended,
 - c) Act no. 499/2004 Sb., on Archiving and Filing Services and on changes to certain acts, as amended;

This legal basis is established under Article 6(1c) of the GDPR;

- 3) The authorized interests of the controller:

- a) The possibility of the effective protection of the controller's rights during any disputes that could arise as a result of the contract between the data subject and the controller by registering for the conference,
- b) Sending commercial communications as set out in Act no. 480/2004 Sb., on certain information society services and on changes to certain acts (Act on Certain Information Society Services), as amended;

This legal basis is established under Article 6(1f) in conjunction with paragraph 47 of the Recitals of the GDPR;

- 4) The explicit consent provided by completing the optional information in the conference registration form; this legal basis is established under Article 6(1a) and Article 9(2a) of the GDPR.

Hence, except for the optionally completed data, processing is possible even without explicit consent based on the above-stipulated legal grounds. It is completely up to data subjects whether they would like to participate in the conference, and therefore, the provision of personal data is not in any way mandatory. However, if the personal data indicated by the controller as mandatory for organizing the conference are not provided, it will not be possible to participate in the conference.

Period of processing personal data

The controller will process the supplied personal data for a period of at least one year after the end of the conference, however, no longer than the period during which it is required to perform its duties under law relating to accounting, taxes, filing services, and archiving, or for a period necessary for ensuring the effective protection of controller's rights when resolving any disputes that could arise in relation to the contract between the data subject and the controller by registering for the conference, or for a period based on the rules of the sponsors who finance the conference.

Transferring personal data

The controller is entitled to transfer the supplied personal data to a third party either based on an agreement on the processing of personal data or in relation to resolving any discrepancies or disputes that could arise during fulfilment of the conference agreement.

Rights associated with personal data protection

The data subject has the following rights in particular:

- 1) The right to request access to personal data and information relating to what personal data are disclosed, in what manner, and to whom,
- 2) The right to request deletion of the personal data, if the data subject feels that there are no grounds for processing the data,
- 3) The right to request corrections or additions to the personal data, if the data are not precise or complete,
- 4) The right to object to the processing of personal data,
- 5) The right to refuse the processing of personal data until the legitimacy of an objection or complaint relating to the processing of personal data has been resolved,
- 6) The right to request the possibility of transferring personal data to another controller,
- 7) The right to submit a complaint to the supervisory authority, which in the Czech Republic is the Office for the Protection of Personal Data (www.uoou.cz).

The data subject may exercise its rights vis-à-vis the controller:

- 1) By e-mail with a certified electronic signature sent to the address gdpr@cuni.cz;
- 2) Electronically by a data message sent to data box ID pijj9b4;
- 3) On paper with a certified signature delivered by a postal carrier service.

Details relating to exercising rights and other rights of data subjects are specified in the GDPR.

Additional information relating to the conference

As a part of the conference, audio, visual, or audio-visual recordings of the conference, including photos and verbal discourse of participants, could be made for the media and documentary needs of the controller.

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