

Information on Personal Data Processing

Internal / External Library User

VSB – Technical University of Ostrava, IN: 61989100, 17. listopadu 15/2172, 708 33 Ostrava – Poruba (hereinafter referred to as "VSB-TUO") is through the Central Library ("CL") a personal data controller of any personal data you provide us with as data subject.

1. Why we need your personal data

The Central Library of VSB-TUO ("CL") collects and processes your personal data in order to fulfill the agreement of library and information services provision and direct library services provision in accordance with The Library and Lending Rules. Another legal reason for the personal data processing is legitimate interest of a controller, since processing of your personal data is necessary to ensure the protection of library resources.

2. Which personal data we process

For the above-mentioned purposes, we need you to provide us with following categories of your personal information:

- address and identification personal data: first name and last name, date of birth, address of permanent residence (incl. postal code), internal e-mail address (internal users only)
- optional address and personal identification data: contact address, phone, private email address

3. How we manage your personal data

VSB-TUO processes personal data in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council 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").

Personal data is strictly protected within our institution. Processing of personal data is performed both manually (internal registration of an internal / external user) in a protected area and in electronic information systems which are subject to physical, technical and procedural supervision. In order to protect the data, we have security mechanisms in place covering technical, organizational and personnel measures.

For the sake of synchronizing the data between university information system and the library system, we pass on personal information of External library users to the Information Technology Center, which is necessary for the correct operation of our services (granting access to secured library areas, accessing personal accounts and internet, use of copy machines, statistical data processing, etc.).

4. How long we keep your personal data

According to the established internal policies and in accordance with legal requirements, we keep your personal data and documents containing your personal data (Internal / External User Registration) for the duration of your relationship with the VSB-TUO library and one year after the relationship expires, or one year after the last commitment with the VSB-TUO library has been settled, whichever comes first.

After the specified time, your personal data in the library system will be anonymized and documents containing your personal data shredded. Data of External library users will also be anonymized in the university information system.

5. What are your rights

Any person whose personal data we do process can request information about the processing and ask for access to their personal data. In cases, where requests made by the data subject are clearly unreasonable or inappropriate, particularly when applications are being repeated, VSB-TUO is entitled to demand an adequate compensation for providing information about the processed personal data to the entity, where the amount charged must not exceed the actual costs of providing the information. In such cases, VSB-TUO is also entitled to refuse to comply with the request.

If you find out or believe that the processing of your personal data conflicts with protection of your privacy or that any personal information processed by the CL is incorrect or incomplete, you have a right to ask for clarification and particularly to demand that we eliminate the resulting situation. You may demand correction, limitation or even deletion of your personal data, provided that you settle respective obligations to the VSB-TUO library beforehand.

VSB-TUO as a personal data controller can be contacted through Data Protection Officer via data box: ID DB **d3kj88v**, via e-mail: **poverenec@vsb.cz** or via regular mail to: **Vysoka skola banska – Technicka univerzita Ostrava, 17. listopadu 15/2172, 708 33 Ostrava-Poruba**. The above-mentioned methods may be used to contact VSB-TUO in relevant cases for the purpose of exercising the right of access to one's personal data, their correction or deletion, limitation of their processing, objecting to processing, as well exercising the right to personal data portability and other rights according to the Regulation.

Excursing data subject's right is subject to verification of the applicant's identity. Anonymous requests will be discarded.

Data subject's identity can be verified by:

- Sending the request via data box
- Sending the request by e-mail signed with a qualified electronic signature
- Sending a written request by post provided with a proper validation clause

Ostrava, 26. 5. 2018