

## PERSONAL DATA PROTECTION POLICY

At the Karel Komárek Family Foundation we place a large emphasis on protection of the personal data of our partners and the people we come into contact with as part of our activities. We take the new legislation for protection of personal data (General Data Protection Regulation or GDPR) seriously and we have implemented it into our internal processes and principles.

The controller of your personal data is:

**The Karel Komárek Family Foundation**, a foundation with registered office Vinohradská 1511/230, Prague 10, Postal Code 100 00, Company ID No. (IČ): 06212093, registered with the Register of Foundations administered by the Municipal Court of Prague under file no. N 1525 (hereinafter “**Foundation**” or “**we**”).

In order for us to operate and serve the purpose of the Foundation, we require the personal data of specific persons from time to time. We obtain or retain your personal data always on the basis of at least one of the following legal reasons:

- **Performing a contract:** in order for us to enter into a contract and subsequently perform that contract, we need your basic identification and contact information or similar data about other persons (e.g. contact persons, etc.).
- **Performing a legal obligation:** sometimes we can have or keep your personal data if required by law (e.g. the Act on Accounting).
- We may have your personal data on the basis of **Your Consent:** if we process your data on the basis of consent, you are free to withdraw that consent at any time.
- **Legitimate interest of the Foundation:** The Foundation can process your personal data on the basis of our legitimate interest, which may include protection against any court disputes, or distribution of information on grant requests or educational opportunities.

### DURATION OF PROCESSING

We always process personal data solely for the period absolutely necessary. After we are no longer authorized to use your personal data, we erase it or anonymize the documents in which it is contained.

### SHARING PERSONAL DATA

As part of the operations and functioning of the Foundation we use the services of external co-workers or suppliers who may also obtain access to personal data as part of providing these services. We try to select only such processors who provide sufficient guarantees of personal data protection, for which we thoroughly bind them contractually.

### YOUR RIGHTS TO PROTECTION OF PERSONAL DATA

**Right of access your personal data** – you have the right to obtain confirmation from us as to whether we are processing your personal data, and if so, you have the right to access such personal data and information e.g. about the purpose of processing, who are the recipients of the personal data, what is the planned duration of retaining this personal data, etc.

**Right to rectification** – you may request that we correct your personal data or supplement inexact personal data relevant to you.

**Right to erasure** – you have the right to request that we erase your personal data. This applies, for example, in the situation in which we no longer need your personal data for the purposes for which it was processed. We also delete your personal data in the event that you have withdrawn your consent to processing and there is no longer any legal reason on our side for it to be processed.

**Right to restriction of processing** – you may request that we limit the processing of your personal data, e.g. in a situation where you raise an objection to processing and we need time to verify your claim.

**Right to data portability** – in the event that you have provided us your personal data and we are conducting automated processing of your personal data (in electronic form) on the basis of consent or for the purposes of performing a contract, you have the right to obtain your personal data in a commonly readable and machine readable format and the right to transfer this personal data to another controller. If applicable, you can designate who this personal data should be transferred to.

**Right to object** – if we are processing your personal data on the basis of our legitimate interest, or if we are sending you a newsletter or other informational communications (e.g. on grant requests or educational opportunities) you have the right at any time to raise an objection to the processing of your personal data. If we do not have serious authorized reasons to process your personal data, we will cease to process your personal data and delete it (in the case of sending newsletters or other informational communications we will always do so upon receiving your objection).

**Right to withdraw consent** – in the event that we are processing your personal data on the basis of your consent, you can withdraw that consent at any time. If there is no other reason for processing your personal data, we will cease processing your data to the extent you request.

**Right to lodge a complaint with a supervisory authority** – if you believe that the processing of your personal data represents a breach of obligations specified in GDPR, you have the right to lodge a complaint with a supervisory authority. The supervisory authority in the Czech Republic is the Office of Personal Data Protection.

## COOKIE FILES

We use “cookies” on our website. More details about these files and the options for settings can be found on the [Terms of Use](#) of the website.

## EXERCISING YOUR RIGHTS

Your rights may be exercised online at any time to the email address [info@komarekfoundation.org](mailto:info@komarekfoundation.org). In order for us to ensure that we are actually communicating with the person who is the subject of the personal data, and in order to prevent unauthorized access to your personal data, we are required to verify your identity. In the event that we are unable to verify your identity, we will be unable to complete your request. We will respond to your request as soon as possible, no later than within one month of receipt.

Your rights with regard to the supervisory authority (the Office of Personal Data Protection) may be exercised via the following contacts: Úřad pro ochranu osobních údajů [“Office of Personal Data Protection”], with registered office Pplk. Sochora 27, 170 00 Prague 7, telephone: 234 665 111, e-mail: [posta@uouu.cz](mailto:posta@uouu.cz), data box: qkbaa2n, [www.uouu.cz](http://www.uouu.cz).

If you have any questions related to personal data, do not hesitate to write us at [info@komarekfoundation.org](mailto:info@komarekfoundation.org).