

**Director's Directive No. 1/2025 Library Rules of the Jan Kmenta CERGE-EI Library
Annex 1
Information Obligation of the Personal Data Controller**

Personal Data Controller

Economics Institute of the Czech Academy of Sciences, Politických vězňů 7, 110 20 Prague 1,
Company ID No: 67985998

Purpose of the Processing of Personal Data

Provision of library and information services

Scope of Personal Data Processed

Data on users of the library and information services: Name and surname, photograph, date of birth, address, affiliation information, email, phone number, and contact address.

In order to provide library and information services, it is necessary that, in addition to the above personal data, information related to a Library User's borrowing activities is also recorded in the Library system, such as the barcode of the service user's card, circulation and financial transactions, the history of the Library User's activity in the Library system, and notifications about the status of loans.

Legal Grounds for Processing Personal Data

The data are collected based on the legitimate interest of the controller.

Personal Data Retention Period

The personal data will be stored in the Library system for the entire duration of a Library User's registration with the Library.

Declaration by the Personal Data Controller

The personal data of Library Users are processed by the controller under Act No 110/2019, on the processing of personal data, as amended, and 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 controller declares that it will collect personal data to the extent necessary to fulfil the stated purpose and will process them only in accordance with that purpose. Employees of the controller or other persons (other processors) that process personal data based on a contract with the controller must maintain confidentiality regarding the personal data, even after the termination of their employment or the agreed work.

Personal data processed for the fulfilment of obligations arising from special legislation are transmitted by the controller to public authorities only in cases where the law so requires. The controller does not transfer collected personal data to countries outside the European Union or the European Economic Area, or to any other international organisation.

Library Users have the right to request information about what personal data are being processed about them, to request the deletion of personal data in certain cases, to request the correction of personal data if invalid or outdated, to request that their personal data not be processed until the legitimacy of the above objections is resolved, to request that their personal data be transferred to another controller, and to file a complaint with a supervisory authority.

Information on the processing of personal data is permanently available at

<http://www.cerge-ei.cz>.

If you have any questions, you can contact the data protection officer (DPO) at gdpr@ei.cas.cz.