

**Information memorandum concerning the processing of personal data in connection with
THE INTERNATIONAL CONFERENCE BEYOND HORIZONS**

ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s., Company Identification No. 29142890, with its registered office at Na Karmeli 1457, Mladá Boleslav II, 293 01 Mladá Boleslav (hereinafter referred to as the “University”), as the Controller of personal data, processes the personal data of data subjects, i. e., the participants of the international conference BEYOND HORIZONS (hereinafter referred to as the “Conference”) organised by the University, the authors (co-authors) of the conference papers and their respective reviewers.

In accordance with Article 12 et seq. of the REGULATION (EU) No. 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of April 27th, 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) (hereinafter referred to as the “Regulation”), the University hereby provides the data subjects with the following information on the processing of their personal data.

If necessary, data subjects may contact the University using the contact details provided below in order to exercise their rights:

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| By writing to: | ŠKODA AUTO VYSOKÁ ŠKOLA o.p.s. Na Karmeli 1457 293 01 Mladá Boleslav |
| via data box ID: | t9xtj28 |
| By e-mail to: | DPO@savs.cz |

The Controller has appointed a Data Protection Officer. Data subjects may contact the Data Protection Officer in all matters relating to processing their personal data and exercising their rights under the Regulation. Contact details of the Data Protection Officer are as follows:

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|-----------------------|------------------------|
| Title, name, surname: | Mgr. Vladimír Nesvadba |
| E-mail address: | skoda@viavis.cz |

What is the purpose and authorisation for the processing of personal data?

The personal data processing is carried out to handle registrations for the conference and subsequent communication with registered participants, payments related to participation in the conference, arranging services for conference participants, publishing and promoting the contributions of individual authors and reviews of these contributions, promoting the conference and direct invitations to other similar events.

Personal data is processed under the following authorisations:

- **Granting of the data subject’s consent** to the processing of their personal data (Article 6(1)(a) of the Regulation). The data subject’s consent to the processing of personal data shall be given solely for the purpose stated therein and shall always be communicated to the data subject before the consent is given.
- The processing is considered necessary to **perform a contract** to which the data subject is a party or to carry out pre-contractual measures taken at the request of the data subject (Article 6(1)(b) of the Regulation). If providing personal data constitutes a contractual requirement or a requirement to be included in a contract (and it does not constitute the performance of a

legal obligation), failure to provide personal data by the data subject may prevent the contract from being concluded. However, the University does not subject the conclusion of a contract to the provision of personal data by the data subject, which is not essential for the proper conclusion of the contract.

- Necessary processing to **fulfil a legal obligation** incumbent on the Controller (Article 6(1)(c) of the Regulation). If the processing of personal data relies on fulfilling legal obligations and their provision constitutes a legal requirement, the data subject is obliged to provide them. Failure to provide personal data may result in the non-fulfilment of the legal requirements, which may lead to the operations being thwarted.
- Necessary processing pursuant to the **legitimate interests of the University**, unless such interests are overridden by the interests or fundamental rights and freedoms of the data subject requiring the protection of personal data, in particular if the data subject is a child (Article 6(1)(f) of the Regulation). Such legitimate interests are the defence of the legal claims of the University, the performance of tasks related to the organisation of the conference, and the scientific development and promotion of the University.

What categories of personal data are processed?

- Identification data,
- Address details,
- Contact details,
- Employment and employer details,
- Payment details,
- Photographs.

How are personal data collected?

In cases where the data subject has not provided the personal data, the data shall be acquired from public sources (e. g., commercial register, ARES, trade register, in particular, to verify the accuracy of personal data already processed) or the University's partners.

Processing time:

Personal data shall be stored for the period stipulated by the relevant generally binding legal regulations if such processing is required.

Should personal data be processed to exercise the Controller's rights or as necessary for the defence of legal claims of the Controller, such personal data shall be stored for the duration of the general limitation period for the exercise of such rights.

Where the data subject has granted consent, the time limit for the storage of personal data is specified therein.

Photographs shall be stored in the University's database for as long as they are published as part of the promotion thereof or reporting on an event organised by the University.

Other personal data shall be stored for six years from the conference dates.

Who can access personal data?

The University publishes the Conference Proceedings containing the contributions of the authors and reviewers and presents the conference via the University's website and social networks.

The Proceedings shall also be submitted to previously announced databases (WoS, SCOPUS, ...) for registration.

The Controller may also provide personal data under predefined legal conditions to entities to whom the Controller is obliged to provide personal data under the relevant generally binding legal regulations.

Automated decision-making and profiling

The processing of personal data does not involve automated decision-making.

The Controller cannot use profiling.

Data subjects have the following rights:

1. They have the right to withdraw consent at any time, without prejudice to the lawfulness of the processing based on the consent given prior to its withdrawal, namely if the processing is carried out based on Article 6(1)(a) or Article 9(2)(a) of the Regulation.
2. They can lodge a complaint with the supervisory authority, i. e., the Office for Personal Data Protection (www.uoou.cz).
3. They have the right of access to personal data under Article 15 of the Regulation and the right to obtain confirmation from the Controller as to whether or not personal data relating to them are being processed and, if so, to obtain access to those personal data and information about their processing.
4. They have the right to have their inaccurate personal data rectified or incomplete personal data completed by the Controller without undue delay, pursuant to Article 16 of the Regulation.
5. They have the right to have their personal data erased by the Controller without undue delay under the conditions specified in Article 17 of the Regulation.
6. They have the right to have the Controller restrict the processing of their personal data under the conditions set out in Article 18 of the Regulation.
7. If they so request, the Controller is obliged to inform the data subject about the recipients of the personal data pursuant to Article 19 of the Regulation.
8. Under the conditions referred to in Article 20 of the Regulation, they have the right to obtain their personal data, which they have provided to the Controller, in a structured, commonly used, and machine-readable format and the right to transmit those data to another Controller.
9. They have the right to object at any time to processing their personal data under the conditions specified in Article 21 of the Regulation.
10. They have the right not to be subject to any decision based solely on automated processing, including profiling, which has legal effects concerning them or significantly similarly affects them under the conditions specified in Article 22 of the Regulation.
11. Pursuant to Article 34(1) of the Regulation, the Controller is obliged to notify the data subject in case of a security breach of their personal data resulting in a high risk to their rights and freedoms. The Controller does not have such an obligation if one of the conditions set out in Article 34(3) of the Regulation applies.