



## **Information on the Processing of Personal Data (GDPR)**

Information is published in accordance with European Parliament and Council Regulation (EU) 2016/679 of 27 April 2016 on the protection of natural persons in connection 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 - GDPR, hereinafter referred to as the “Regulation”) and in accordance with domestic legislation concerning the protection of personal data.

### **I. Personal Data Administrator**

#### **Administrator contact details:**

Správa uprchlických zařízení Ministerstva vnitra  
headquarters: Lhotecká 559/7, 143 00 Praha 12  
correspondence address: P.O. BOX 110, 143 00 Praha 4

Org. ID No.: 604 98 021  
Statutory body: Mgr. et Mgr. Pavel Bacík, director

Mail Room e-mail address: [podatelna@suz.cz](mailto:podatelna@suz.cz)  
Tel. No.: +420 974 827 118  
Data Inbox ID: 7ruiypv

#### **Contact details for the trustee for the protection of personal data:**

JUDr. Marek Mazanec  
E-mail address: [poverenec@suz.cz](mailto:poverenec@suz.cz)  
Tel. No.: +420 974 827 170

### **II. The processing of personal data**

The processing of personal data is any operation with the personal data (hereinafter “PD”) of a data subject such as recording, collection, saving, viewing etc. According to Art. 6 of the Regulation, a legal basis must exist for each processing of personal data. A data subject means an identified or identifiable natural person. Therefore this is a natural person to whom PD relates. Those whose rights are protected by the Regulation are typically residents of the EU. A legal person cannot be a data subject, but its employees and authorised representatives are. PD may exist only with respect to a living natural person. In the course of its activities, the Refugee Facility Administration of the Ministry of the Interior (hereinafter “RFA MI”) handles PD in accordance with the stipulated purposes and as part of the given agenda:



### **Facility Administration**

- operation of asylum facilities and foreign national detention facilities,
- provision of accommodation, meals and other services to applicants for international protection, holders thereof, detained foreign nationals and third country nationals (all data subjects),
- visitors and other persons moving inside facilities may also be data subjects,
- the legal grounds for processing PD are that the data is essential for carrying out a task performed in the public interest or when exercising its public powers in accordance with Act No. 325/1999 Coll. on Asylum and on amendment of Act No. 283/1991 Coll. on the Police of the Czech Republic (hereinafter the “Asylum Act”) and Act No. 326/1999 Coll. on the Residence of Foreign Nationals in the Territory of the Czech Republic and on amendment of certain Acts (hereinafter the “Foreign Nationals’ Residence Act”), also the existence of a legitimate interest of the RFA MI (operating CCTV, photographs for identification purposes on a client’s access card), and in certain cases also the consent of the data subject (e.g. use of photographs for promotional purposes),
- processed PD include namely identification data (name, surname, date of birth), address data (residential address), biographic data (place of birth, citizenship, sex, marital status, spouse, children), sensitive data (e.g. religion, ethnicity, state of health) and certain other data necessary for the purposes of provision of social services (language skills, education, profession, specific needs of the client, basic information on family ties and ties in the Czech Republic); photographs for purposes of unequivocal identification in facilities, and also photographs for the purposes of promoting the organisation etc.

### **III. PD recipients**

PD recipients include public authorities and entities entitled to receive PD to perform their legal duties (e.g. Police of the Czech Republic, health insurance companies); in certain cases these may also be third parties in private legal relationships (e.g. suppliers). In view of the fact that security at asylum facilities and foreign national detention facilities is provided by a security company, in certain cases this legal entity is also a PD processor.

### **IV. PD processing period**

The PD of clients of the individual facilities are processed for the period stipulated under Section 71(3) and (4) of the Asylum Act and Section 150 of the foreign Nationals’ Residence Act. The data of other subjects are processed for the period stipulated by legal provisions or for the period required due to the purpose for which the data are collected. Afterwards, in accordance with Act No. 499/2004 Coll., on Archiving and Filing Services and on amendment to certain related regulations, the data are archived in the National Archive or shredded.



## **V. The consequences of failure to provide PD**

If a facility client fails to provide his/her PD to RFA MI, this may result in relevant services not being provided since provision of personal data is required by law. As a result of failure to provide the necessary data, it may occur that a service is not provided according to the client's individual needs.

## **VI. Rights of data subjects**

Under the Regulation (Art. 15 et seq.) and domestic legislation, data subjects have the following rights:

- right of access to his/her PD
- right to rectification of PD
- right of restriction of processing of PD
- right to erasure of PD
- right to portability of PD
  - if processing is conducted automatically on the basis of consent or performance of a contract
- right to object against the processing of PD to the PD administrator
  - in the course of performance of duties in the public interest, exercising public powers or performance of the legitimate interests of the administrator or third party
- right to lodge a complaint with a supervisory authority
  - if a data subject believes that the processing of his/her infringes PD protection legislation
  - complaints may be lodged at the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7, e-mail: [posta@uouu.cz](mailto:posta@uouu.cz)

## **VII. Exercise of rights of data subjects and other persons**

You may exercise your rights to protection of your PD at or send queries as follows:

- in electronic form to: [poverenec@suz.cz](mailto:poverenec@suz.cz)
- in writing by letter to the RFA MI correspondence address that appears in section I. Personal Data Administrator

In your request or query, please specify your identity, which right you are exercising and the address the reply should be sent to.



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### **I. Personal data administrator**

#### **Administrator's basic contact details**

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headquarters: Lhotecká 559/7, 143 00 Praha 12  
correspondence address: P.O. BOX 110, 143 00 Praha 4

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Data Inbox ID: 7ruiypv

#### **Contact details for the trustee for the protection of personal data:**

JUDr. Marek Mazanec  
E-mail address: [poverenec@suz.cz](mailto:poverenec@suz.cz)  
Tel. No.: +420 974 827 170

### **II. The processing of personal data**

The processing of personal data is any operation with the personal data (hereinafter “PD”) of a data subject such as recording, collection, saving, viewing etc. According to Art. 6 of the Regulation, a legal basis must exist for each processing of personal data. A data subject means an identified or identifiable natural person. Therefore this is a natural person to whom PD relates. Those whose rights are protected by the Regulation are typically residents of the EU. A legal person cannot be a data subject, but its employees and authorised representatives are. PD may exist only with respect to a living natural person. In the course of its activities, the Refugee Facility Administration of the Ministry of the Interior (hereinafter “RFA MI”) handles PD in accordance with the stipulated purposes and as part of the given agenda:



<b>Foreign Nationals Integration Support Centre (CPIC)</b>	<b>Coordination Centre for Foreign Nationals in the Kvasiny Industrial Zone</b>
<ul style="list-style-type: none"><li>Provision of registered professional advice to third country nationals legally staying in the territory of the Czech Republic (data subjects)</li></ul>	<ul style="list-style-type: none"><li>Provision of an information service to natural persons (<u>data subjects</u>)</li></ul>

- the legal grounds for processing PD are that the data is essential for carrying out a task performed in the public interest or when exercising its public powers in accordance with Act No. 108/2006 Coll., on Social Services and Ordinance 505/2006 Coll., implementing certain provisions of the Social Services Act, and furthermore for performing tasks in the public interest (provision of Czech language courses, legal advice, socio-cultural courses etc.) and the consent of data subjects (use of photographs for promotional purposes),
- processed PD include namely identification data (name, surname, date of birth), biographic data (citizenship), administrative data (travel document number and type, type of authorisation of stay in the Czech Republic), sensitive data (vulnerable person) and certain other data necessary for establishing the appropriate type of service for individual clients (sex, education, knowledge of Czech language etc.) and photographs (for promotional purposes).

### **III. PD recipients**

PD recipients include public authorities and entities entitled to receive PD to perform their legal duties; in certain cases these may also be third parties in private legal relationships (e.g. suppliers).

### **IV. PD processing period**

CPIC clients' PD are kept for a maximum period of 10 years from provision of the last service in accordance with EU legislation (AMIF projects). Afterwards, in accordance with Act No. 499/2004 Coll., on Archiving and Filing Services and on amendment to certain related regulations, PD are archived in the National Archive or shredded.

### **V. The consequences of failure to provide PD**

If a CPIC client fails to provide his/her PD to RFA MI, this may result in relevant services not being provided since provision of personal data is required by law. As a result of failure to provide the necessary data, it may occur that a service is not provided according to the client's individual needs. However, non-provision of services does not apply to registered professional advice according to Act No. 108/2006 Coll. on Social Services.



## **VI. Rights of data subjects**

Under the Regulation (Art. 15 et seq.) and domestic legislation, data subjects have the following rights:

- right of access to his/her PD
- right to rectification of PD
- right of restriction of processing of PD
- right to erasure of PD
- right to portability of PD
  - if processing is conducted automatically on the basis of consent or performance of a contract
- right to object against the processing of PD to the PD administrator
  - in the course of performance of duties in the public interest, exercising public powers or performance of the legitimate interests of the administrator or third party
- right to lodge a complaint with a supervisory authority
  - if a data subject believes that the processing of his/her infringes PD protection legislation
  - complaints may be lodged at the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7, e-mail: [posta@uoou.cz](mailto:posta@uoou.cz)

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You may exercise your rights to protection of your PD at or send queries as follows:

- in electronic form to: [poverenec@suz.cz](mailto:poverenec@suz.cz)
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### **I. Personal Data Administrator**

#### **Základní kontaktní údaje správce:**

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headquarters: Lhotecká 559/7, 143 00 Praha 12  
correspondence address: P.O. BOX 110, 143 00 Praha 4

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statutory body: Mgr. et Mgr. Pavel Bacík, director

Mail Room e-mail address: [podatelna@suz.cz](mailto:podatelna@suz.cz)  
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#### **Contact details for the trustee for the protection of personal data:**

JUDr. Marek Mazanec  
E-mail address: [poverenec@suz.cz](mailto:poverenec@suz.cz)  
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### **II. The processing of personal data**

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### **State Integration Programme (SIP)**

- the RFA MI is the general provider of integration services under SIP,
- its task is to coordinate and procure integration services to foreign nationals with international protection (data subjects),
- the legal grounds for processing PD are that the data is essential for carrying out a task performed in the public interest or when exercising its public powers in accordance with Act No. 325/1999 Coll. on Asylum and on amendment of Act No. 283/1991 Coll. on the Police of the Czech Republic, and in certain cases also the consent of the data subject (e.g. use of photographs for promotional purposes),
- processed PD include namely identification data (name, surname, date of birth), biographic (citizenship), administrative (international protection, language of proceedings), address (residential address, e-mail address), certain other data necessary for creating an individual integration plan for clients (educational attainment, qualifications) sensitive data (state of health) and photographs (for promotional purposes).

### **III. PD recipients**

PD recipients include public authorities and entities entitled to receive PD to perform their legal duties (e.g. Police of the Czech Republic, health insurance companies); in certain cases these may also be third parties in private legal relationships (e.g. suppliers).

### **IV. PD processing period**

SIP clients' PD are usually kept for a period of one to two years from provision thereof. Afterwards, in accordance with Act No. 499/2004 Coll., on Archiving and Filing Services and on amendment to certain related regulations, the data are archived in the National Archive or shredded.

### **V. The consequences of failure to provide PD**

If a facility client fails to provide his/her PD to RFA MI, this may result in relevant services not being provided since provision of personal data is required by law. As a result of failure to provide the necessary data, it may occur that a service is not provided according to the client's individual needs.

### **VI. Rights of data subjects**

Under the Regulation (Art. 15 et seq.) and domestic legislation, data subjects have the following rights:

- right of access to his/her PD
- right to rectification of PD
- right of restriction of processing of PD
- right to erasure of PD
- right to portability of PD





- if processing is conducted automatically on the basis of consent or performance of a contract
- right to object against the processing of PD to the PD administrator
  - in the course of performance of duties in the public interest, exercising public powers or performance of the legitimate interests of the administrator or third party
- right to lodge a complaint with a supervisory authority
  - if a data subject believes that the processing of his/her infringes PD protection legislation
  - complaints may be lodged at the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7, e-mail: [posta@uouu.cz](mailto:posta@uouu.cz)

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### **I. Personal data administrator**

#### **Základní kontaktní údaje správce:**

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### **II. The processing of personal data**

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### Employee agenda

- RFA MI process the PD of employees primarily for the purposes of recruitment procedures, concluding employment contracts, keeping personnel records, operations of the Fund for Cultural and Social needs (hereinafter “FCSN”), care for employees, education, calculation of salaries, attendance records etc.,
- data subjects include employees, their family members and job applicants,
- the legal grounds for processing the PD of the above data subjects are that processing of the data is essential for performing a contract or implementing measures before entering into a contract, legal grounds further include performance of legal obligations and the necessity of processing PD for carrying out a task performed in the public interest or when exercising its public powers in accordance with Act No. 262/2006 Coll., the Labour Code, Act No. 582/1991 Coll., on the organisation and implementation of social security, Act No. 110/2006 Coll., on the Living and Existence Minimum, Act No. 589/1992 Coll., on Social Security Premiums and Contributions for the State Employment Policy, Act No. 592/1992 Coll., on Public Health Insurance Premiums, Act No. 435/2004 Sb., on Employment, Act No. 48/1997 Coll. on Public Health Insurance and on amendment and addition to certain related Acts, Government Order No. 590/2006 Coll. determining the scope and range of other important personal obstacles to work, Government Order No. 433/2016 Coll. on modification of compensation, Government Order No. 276/2015 Coll., on compensation for pain and impaired social amenity as a result of a job injury or job-related disease, Government Order No. 341/2017 Coll. on levels of salary for employees in public services and administration and other legislation, the existence of legitimate interest of the RFA MI (attendance records, use of the photograph on an employee’s ID card for identification purposes); in the case of the FCSN, this includes the necessity of processing for carrying out a task performed in the public interest, for operation of the FCSN in accordance with Act No. 218/2000 Coll. on Budget Rules and with implementation ordinance no. 114/2002 Coll. on the Fund for Cultural and Social Needs,
- processed PD include namely address and identification data, biographic data (place of birth, citizenship), administrative (e.g. national ID card number), sensitive data (state of health for assessing the work ability of an employee), photographs for identification purposes (employee ID card) and certain other data necessary for achieving a purpose (extract from the Penal Register, education, e-mail address, telephone number etc.) and also details of family members of employees that relate to their contractual employment.

### III. PD recipients

PD recipients include public authorities and entities entitled to receive PD to perform their legal duties (e.g. Police of the Czech Republic, health insurance companies); in certain cases these may also be third parties in private legal relationships (e.g. suppliers). In view of the fact that security at asylum facilities and foreign national detention facilities is provided by a security company, in certain cases this legal entity is also a PD processor.



#### **IV. PD processing period**

Data are kept for the duration of the legal relationship with the employee, plus a necessary period with respect to potential inspections and exercise of rights before the general courts. Subsequently, the shredding deadlines according to Section 35a(4) of Act No. 582/1991 Coll. on the Organisation and provision of Social Security apply (3 to 30 years), and also deadlines according to Act No. 499/204 Coll. on Archiving and Filing Service and on amendment to certain Acts and related legislation.

#### **V. The consequences of failure to provide PD**

If a job applicant refuses to provide PD before commencing employment, contractual employment may not be entered into: this is both a contractual and legal requirement.

#### **VI. Rights of data subjects**

Under the Regulation (Art. 15 et seq.) and domestic legislation, data subjects have the following rights:

- right of access to his/her PD
- right to rectification of PD
- right of restriction of processing of PD
- right to erasure of PD
- right to portability of PD
  - if processing is conducted automatically on the basis of consent or performance of a contract
- right to object against the processing of PD to the PD administrator
  - in the course of performance of duties in the public interest, exercising public powers or performance of the legitimate interests of the administrator or third party
- right to lodge a complaint with a supervisory authority
  - if a data subject believes that the processing of his/her infringes PD protection legislation
  - complaints may be lodged at the Personal Data Protection Authority, Pplk. Sochora 27, 170 00 Praha 7, e-mail: [posta@uouu.cz](mailto:posta@uouu.cz)

#### **VII. Exercise of rights of data subjects and other persons**

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### **I. Personal data administrator**

#### **Administrator's basic contact details**

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### **Providing for RFA MI activities**

- in the course of its activities the RFA MI performs tasks required from it by legislation and also tasks important for achieving the objective for which RFA was established, as well as tasks essential for the exercise of the rights and obligations of the RFA MI and third parties,
- issuance of public tenders, contractual relationships, provision of training in health and safety and fire prevention for its employees, conduct of audits, book-keeping, conduct of filing services, mail distribution, promotion of RFA MI activities, website administration etc.,
- in this case, the data subjects are contractual partners, employees, job applicants, tender participants, suppliers etc.,
- PD processing in this field is performed for reasons of compliance with legal obligations, also processing is essential for carrying out tasks performed in the public interest or when exercising public powers, performing contracts and for other reasons, in accordance with Act No.134/2016 Coll., on the Public Procurement, Act No. 218/2000 Coll., on Budgetary Rules and on amendment of certain related Acts (budgetary rules), Act No. 219/2000 Coll., on the Property of the Czech Republic and its Representation in Legal Relations, Act No. 89/2012 Coll., the Civil Code, Act No. 325/1999 Coll. on Asylum and on amendment of Act No. 283/1991 Coll. on the Police of the Czech Republic and Act No. 326/1999 Coll. on the Residence of Foreign Nationals in the Territory of the Czech Republic and on amendment of certain Acts and other legislation,
- processed PD include namely identification and address data.

### **III. PD recipients**

PD recipients include public authorities and entities entitled to receive PD to perform their legal duties (e.g. Police of the Czech Republic, health insurance companies); in certain cases these may also be third parties in private legal relationships (e.g. suppliers). In view of the fact that security at asylum facilities and foreign national detention facilities is provided by a security company, in certain cases this legal entity is also a PD processor.

### **IV. PD processing period**

The PD for purposes of provision for the activities of the RFA MI are processed for the period required for the exercise of rights and performance of obligations with data subjects or legal persons on whose behalf a data subject is acting (usually at least for the duration of the general limitation period), and further to an extent essential for the purposes of the legitimate interests of the RFA MI, for instance for future substantiation of property rights. Afterwards, in accordance with Act No. 499/2004 Coll., on Archiving and Filing Services and on amendment to certain related regulations, the data are archived in the National Archive or shredded.



## **V. The consequences of failure to provide PD**

Provision of PD is a prerequisite for entering into contracts and a contractual requirement for tender participants or contractual partners. Without PD, participation in public tenders and subsequent conclusion of contractual relations is impossible.

## **VI. Rights of data subjects**

Under the Regulation (Art. 15 et seq.) and domestic legislation, data subjects have the following rights:

- right of access to his/her PD
- right to rectification of PD
- right of restriction of processing of PD
- right to erasure of PD
- right to portability of PD
  - if processing is conducted automatically on the basis of consent or performance of a contract
- right to object against the processing of PD to the PD administrator
  - in the course of performance of duties in the public interest, exercising public powers or performance of the legitimate interests of the administrator or third party
- right to lodge a complaint with a supervisory authority
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