

Reporting duties of the personal data controller – e-shop

Information about the processing of personal data

Personal data controller

The personal data controller is Charles University, Ovocný trh 560/5, 116 36 Prague 1, ID no. 00216208, contact address: Faculty of Arts of Charles University, nám. Jana Palacha 1/2, 116 38 Prague 1 (the “Controller”).

The controller, its employees, and any contractually bound personal data processor have access to the supplied personal data.

Personal data protection officer

Charles University’s personal data protection officer may be contacted at the e-mail address gdpr@cuni.cz.

Scope of processed personal data

The controller, as the e-shop operator for the sale of goods and services, will process your personal data in the scope supplied by you in relation to the order of goods or services. In particular, the controller will process the following: first name, surname, e-mail address, invoice address, IP address, cookies, and any optionally provided data: business name, telephone number, delivery address that is different than the invoice address, the ID number of the entrepreneur, and the tax ID number of the entrepreneur.

Purpose and legal basis for processing personal data

The controller will process the supplied personal data for the following purposes:

- 1) Negotiations for entering into a contract for the purchase of goods or services;
- 2) Fulfilment of the contract for the purchase of goods or services, including sending customer satisfaction questionnaires for improving the provision of services in relation to negotiating a contract and supplying goods or services and handling any inconsistencies or disputes that could arise during fulfilment of the contract;
- 3) Fulfilling accounting, tax, archival, and similar duties in relation to the relevant institutions or authorities;
- 4) Sending e-mail messages for direct marketing, i.e. offering the controller’s products and services, including sending commercial communications.

The legal basis for processing the supplied personal data is the necessity of processing for:

- 1) Fulfilling the contract arising between you and the controller upon consent to registration in the controller’s e-shop and whose subject matter is the sale of goods or services, including any issues relating to defective fulfilment, warranties, and handling any inconsistencies or disputes that could arise during fulfilment of the contract; this legal basis is established under Article 6(1b) of 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 “GDPR”);
- 2) Fulfilling the legal duties relating to the controller, in particular under:
 - a) Act no. 563/1991 Sb., on Accounting, as amended,
 - b) Act no. 586/1992 Sb., on Income Tax, as amended,
 - c) Act no. 499/2004 Sb., on Archiving and Filing Services and on changes to certain acts, as amended;

This legal basis is established under Article 6(1c) of the GDPR;

- 3) The authorized interests of the controller:

- a) The possibility of the effective protection of the controller's rights during any disputes that could arise as a result of the contract for the purchase of goods or services entered into between the controller and you,
- b) Sending commercial communications as set out in Act no. 480/2004 Sb., on certain information society services and on changes to certain acts (Act on Certain Information Society Services), as amended;

This legal basis is established under Article 6(1f) in conjunction with paragraph 47 of the Recitals of the GDPR.

Hence, processing is possible even without your express consent based on the established legal grounds. The provision of personal data is, therefore, not mandatory in any way. However, if you do not provide personal data, it will not be possible to supply you with goods or services. It is entirely your decision whether or not you would like the goods or services supplied to you.

Period of processing personal data

The controller will process the supplied personal data for a period of at least five years upon registration in the e-shop, or from the moment of entering into the last contract for the sale of goods or services, however, no longer than the period during which it is required to perform its duties under law relating to accounting, taxes, filing services, and archiving.

Transferring personal data

The controller is entitled to transfer the personal data that you supplied to a third party either based on an agreement on the processing of personal data or in relation to delivery of the goods or services, customer support services, and handling any claims or returns.

Rights associated with personal data protection

You have the following rights in particular:

- 1) The right to request access to your personal data and information relating to what personal data are disclosed, in what manner, and to whom,
- 2) The right to request deletion of the personal data, if you feel that there are no grounds for processing the data,
- 3) The right to request corrections or additions to the personal data, if the data are not precise or complete,
- 4) The right to object to the processing of your personal data,
- 5) The right to refuse the processing of your personal data until the legitimacy of your objection or complaint relating to the processing of personal data has been resolved,
- 6) The right to request the possibility of transferring your personal data to another controller,
- 7) The right to submit a complaint to the supervisory authority, which in the Czech Republic is the Office for the Protection of Personal Data (www.uoou.cz).

You may exercise your rights vis-à-vis the controller:

- 1) By e-mail with a certified electronic signature sent to the address gdpr@cuni.cz;
- 2) Electronically by a data message sent to data box ID piyj9b4;
- 3) On paper with a certified signature delivered by a postal carrier service.

Details relating to exercising your rights and your other rights are specified in the GDPR.

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