

Information on the Processing of Personal Data and Access to Personal Data at the Institute of Photonics and Electronics, Czech Academy of Sciences (ÚFE, v. v. i.)

The Institute of Photonics and Electronics, Czech Academy of Sciences, v. v. i., Chaberská 1014/57, 18200 Prague 8 – Kobylisy, Czech Republic, Company ID: 67985882 (hereinafter “ÚFE”) acts as the data controller for the personal data you provide to us as a data subject. We collect and process only the personal data necessary to achieve the purposes described in Section 1. For any questions regarding the processing of personal data, you may contact the designated staff via e-mail: gdpr@ufe.cz.

1. Purpose of Processing

We collect your personal data primarily for compliance with legal obligations (GDPR Art. 6(1)(c)), for the purposes of legitimate interests (GDPR Art. 6(1)(f)), and for the performance of contracts (GDPR Art. 6(1)(b)). Processing based on consent (GDPR Art. 6(1)(a)) is carried out only when strictly necessary.

Specifically, your personal data are processed for the purposes of:

- payroll and human resources administration,
- occupational health and safety and fire protection,
- registration of qualifications of scientific staff,
- and other reasons in accordance with 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 (General Data Protection Regulation, “GDPR”), always to the extent necessary for the specific purpose of processing.

2. Categories of Personal Data Collected

For the purposes stated above, we may process the following categories of personal data:

- Identification and contact data – e.g., name, surname, date of birth, academic title, permanent address, phone number, e-mail address, personal identification number, bank account number;
- Descriptive data – e.g., job position, education, marital status;
- Data concerning other persons – e.g., family members’ information;
- Other data – e.g., photographs.

In accordance with GDPR, we may supplement your personal data from publicly available registers, lists, records, or from third parties.

3. How We Handle Personal Data

To protect your data, we implement technical, organizational, and personnel measures. Your personal data may be disclosed to recipients where required by law (e.g., health insurance companies, Czech Social Security Administration). Personal data may also be shared with other recipients, primarily based on contracts or for auditing purposes (e.g., funding providers such as MŠMT, TAČR, GAČR, etc.).

4. Your Rights

You have the right to:

- request confirmation from the data controller whether your personal data are being processed, and if so, access to such data;
- request correction of inaccurate or incomplete data, restriction, or deletion of personal data; requests may be sent to gdpr@ufe.cz;
- object to the processing of personal data based on GDPR Art. 6(1)(e) or (f);
- lodge a complaint with the Office for Personal Data Protection (Úřad pro ochranu osobních údajů), Pplk. Sochora 27, Prague 7, 170 00, e-mail: posta@uoou.cz;
- data portability;
- withdraw consent to the processing of personal data (GDPR Art. 6(1)(a)) at any time, if processing is based on consent. Withdrawal of consent does not affect the lawfulness of processing based on consent before its withdrawal. Consent may be withdrawn by sending a request to gdpr@ufe.cz or by sending a letter to ÚFE, Chaberská 1014/57, 18200 Prague 8 – Kobylisy, Czech Republic.

5. Data Retention

Your personal data are retained only as long as necessary or as defined in the majority of cases by the ÚFE Records Management and Retention Rules, or as otherwise specified by internal regulations or decisions in compliance with GDPR. If personal data are processed based on consent, the duration of processing or the method of determining it is specified in the respective consent.