

## **Rules for handling of personal data at the ICC CR**

ICC CR processes personal data in accordance with valid legislation, in particular in accordance with the General Data Protection Regulation - GDPR. Details of the legal regulation can be found, for example, on website of the Ministry of Industry and Trade - <https://www.mpo.cz/cz/podnikani/ochrana-osobnich-udaju-gdpr/obecne-narizeni-o-ochrane-osobnich-udaju---gdpr--228672/>

### **The ICC CR processes personal data in the following cases and in these ways:**

- Personal data of employees (also former employees and job seekers in the ICC CR) - In accordance with valid legislation, we process the name, surname, address, date of birth, birth identification number, health insurance company, phone number, e-mail address and other data, laid down by law. These personal data are processed in paper form and in the accounting system, keeping the papers in locked cabinets. The data in the accounting system is stored on the server at the external processor. The Executive Director, Accountant, Authorized Person, and External Processor have access to the data.
- Personal data of the members' contact persons - members of the ICC CR are only legal entities. For the purposes of communication with members, we require contact details for the statutory authority and contact person. In this case, we process the name, surname, e-mail address and mobile phone number in accordance with valid legislation. The data is stored in electronic form on the employee's computer and on the server by an external processor. This information is used to communicate and send business offers or invitations to events. The Executive Director, Authorized persons, and External Processor have access to the data.
- Personal details of business partners, their employees and participants in our seminars or other events organized by us - here we process the name, surname, e-mail address and, in some cases, the phone number in accordance with valid legislation or with the consent of the person. The data is stored in electronic form on the employee's computer and on the server by an external processor. This information is used to communicate and send business offers or invitations to events. The Executive Director, Authorized Person, and External Processor have access to the data.

### **Method of protection of personal data at the ICC CR**

- Personal data recorded in paper form is kept by the authorized employee in a lockable cabinet.
- Personal information in electronic form is protected by password and contractual modification of the external servers' security.
- The Managing Director has access to all personal data. Other persons only have access to the data they need to their work content.

## **Rights of persons whose personal data are processed by the ICC CR**

- Right to information on the processing of personal data (PD) – Anytime, via e-mail [icc@icc-cr.cz](mailto:icc@icc-cr.cz) or by phone + 420 257 217 744, you can ask us about information about your PD and the system for dealing with them
- Right of access of a subject to the PD (the right to obtain from the PD administrator a processing certificate, the right to obtain a copy of the processed PD) - we will make your personal data available to you, we will issue you a copy of the confirmation or send you a copy thereof
- Right to correction – If the error is in your personal data we process, we will be happy to fix it on request
- Right to be forgotten – If we process your personal information on the basis of your consent and this does not prevent the legal obstacle, we will delete them and stop processing them
- Right to limit processing – We limit the scope or method of processing your personal data upon request if this is in accordance with applicable law
- Other rights to data portability, objection, not being the subject of an automated decision are described, for example, in this document - <https://www.mpo.cz/assets/cz/podnikani/ochrana-osobnich-udaju-gdpr/2018/5/Prirucka-pro-pripravu-malych-a-strednich-firem-na-GDPR.pdf>, to the extent we honor these rights and you can apply them at any time.

## **The period during which the ICC CR processes personal data**

- We process all personal data for as long as necessary only
- We process the personal data obtained by consent until the consent is withdrawn.
- We usually process personal data related to accounting and contract agenda for ten years.
- We usually process personal data of employees and former employees for up to 30 years.