STaRS Karviná, s.r.o.

Karola Śliwky 783/2a, 733 01 Karviná-Fryštát

**Protection of personal data**

Effect : from 25. 5. 2018

**I. Basic provision**

In accordance with Article 13 and 14 of the Provision of the EU no. 2016/679, general order on protection of personal data (further only “Order”), STaRS Karviná, Ltd. (further only STaRS) makes accessible information on purpose of processing personal data, categories of personal data, categories of recipients, categories of the subject of data and time period of preservation of personal data processed by particular subdivisions of STaRS. In accordance with this provision personal data are preserved only for the period which is necessary for the purpose of their processing and archiving.

Administrator of personal data: STaRS Karviná, s.r.o. (Ltd)

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IČO: 25857444

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**II. Information on rights pursuant to the Provision**

Pursuant to the Provision the subject of the date, in case that he/she will be an identifiable natural person and will prove his/her identity, will have following rights since 25.5. 2018:

*1. to access personal data (Art. 15 of the Provision)*

Pursuant to Art. 15 of the Provision the subject of data will have the right of access to personal data which includes in part the right to receive from the administrator of personal data:

a) confirmation whether he processes personal data;

b) information on purposes of processing, categories of concerned personal data, recipients whom personal data were or will be made accessible, the planned period of processing, existence of the right to require from the administrator correction or deletion of personal data concerning the subject of data or limitation of their processing or to lodge an objection against such processing, right to lodge a complaint at the supervisory office, on all accessible information on the source of personal data, provided they are not obtained from the subject of data, facts that computerized decision is made, including profiling, on proper guarantees at transferring data out off the EU;

c) in case that rights and freedom of other persons as well as the copy of personal data will not be touched adversely;

*2. to correction of inaccurate or false* personal data *(Art. 16 of the Provision)*

Pursuant to Art. 16 of the Provision the subject of data will have the right to correction of inaccurate of personal data which the administrator of personal data will be processing. The subject of data has also the obligation to report changes of his/her personal data and to evidence that such change has been made. Simultaneously he/she is obliged to provide co-operation in case it is found out that personal data which are processed about him/her by the administrator are inaccurate. Correction will be made without unnecessary delay, however, always with regarding existing technical potential.

*3. to deletion of* personal data*, provided* personal data *are not already necessary for purposes for which they were gathered or processed in another way (Art. 17 of the Provision)*

Pursuant to Art. 17 of the Provision the subject of data will have the right to deletion of personal data which concern him/her, provided the administrator of personal data will not prove justifiable reasons for processing these personal data. In case of claiming the rights the subject of data can contact the administrator of personal data.

*4. to limitation of processing personal data (Art. 18 of the Provision)*

Pursuant to Art. 18 of the Provision the subject of data will have the right to limitation of processing till the time of resolution of the inducement, provided he/she .denies accuracy of personal data, reasons of their processing or in case he/she submits the objection against their processing.

*5. to portability of personal data (Art. 20 of the Provision)*

Pursuant to Art. 20 of the Provision the subject of data will have the right to portabilityofpersonal data which concern him/her and which were provided by him/her to the administrator in a structured, generally used and machine-readable format and the right to ask the administrator to transfer personal data to administrator. Provided in connection with the contract or on the base of consent the subject of data provides personal data and their processing is made computerized, he/she has the right to obtain such data in a structured, generally used and machine-readable format. Provided it is technically executable, data can be transferred also by you appointed administrator, in case there is properly appointed the person acting on behalf of the respective administrator and it is possible to authorized that person. In case that by exercise of a right unfavorable hurt of rights and freedom of third persons could be made, your claim will not be complied with.

*6. to raise objection provided processing personal data is made in public interest or for the purpose of justifiable interests of the administrator (Art. 21 of the Provision)*

Pursuant to Art. 21 of the Provision the subject of data will have the right toraise objectionagainstprocessing his/herpersonal data from the reason ofjustifiable interests of theadministrator of personal data. In case that the administrator of personal data does not prove that there exists a substantial grounds for processing which predominates the interests or rights and freedom of the subject of date the administrator of personal data will finish processing on the base of objections without any unnecessary delay.

*7. to submit the complaint against the administrator at the supervisory body (Art. 77 of the Provision)*

the subject of data has the right to apply to the Board of protection of personal data

(www.uoou.cz).

*8. to withdrawal of consent to process personal data (Art. 7 of the Provision)*

In case of processing your personal data on the basis of your consent to process personal data pursuant to Art. 6 Section 1(a) of the Provision or Art. 9 Section 2(a) of the Provision, you have the right to withdraw the given consent at any time, and that is at the administrator of personal data. The appeal is necessary to be made by explicit, comprehensible and a certain manifestation of will and that is in a written form at the administrator of personal data.

*9. not to be the object of automated decision*

The subject of data has the right not to be the object of any decision making based entirely on computerized processing of data, including profiling which would have for him/her legal effects or he/she could be affected significantly in a similar way by that. The administrator of personal data states that he/she does not make computerized decision without the influence of human determination with legal effects for the subjects of data.

**III. Legal basis of processing personal data**

Personal data are collected and further processes, provided processing is inevitable

1. for satisfaction of legal obligation which apply to the administrator;

2. for performance of a contract between the administrator and subjects of these personal data

(e.g. a contract of lease, contract of donation);

3. for protection of rights and legal interests of the administrator, as the protection of life and health of persons (e.g. operation of camera systems);

4. personal data are collected and further processed on the base of given consent of the subject of data which expresses independent, factual, informed and unambiguous manifestation of will of the subject of data and whose part is always information on the possibility to cancel the given consent at any time;

5. personal data are processes in extraordinary cases processed by the administrator in public interest or at execution of public authority.

Within providing its activities STaRS that is the administrator of personal data provides processing data especially for these purposes:

1. Provision of training of employees

2. Competitive tendering for employees

3. Labour relation and a salary administration

4. Evidence of job seekers

5. Evidence of injuries

6. Protection of property and persons

7. Presentation of the administrator of personal data

8. Projects, application for grants

9. Administration of accounting

10. Contracts, orders of services

11. Agenda related to arranging actions

12. Agenda of the winter stadium

13. Agenda of the tennis hall

14. Agenda of the handball hall

15. Agenda of the indoor swimming-pool

16. Agenda of the swimming classroom

17. Agenda of the summer swimming-pool

18. Agenda of the hotel

19. Camera system

Personal data are processed only for the necessary period which is individual for particular purposes of processing. After expiration of this period personal data are erased or are further stored for the period set by the valid Record and destruction of papers plan, issued in accordance with the Act N. 499/2004 Sb., on the archival and record service.

Personal data are not given to other persons, unless the duty of their transfer to bodies, offices or institutions is not obliged to the administrator of personal data by the specific legal regulations.

At processing personal data by the administrator there is not made computerized decision on the base of which there were made acts or decisions by the content of which it would be the interference with rights or just interests of citizens.

It is possible to appeal to the administrator of personal data for the purpose of claiming the above mentioned rights in accordance by stated contact data. Pursuant to the Art. 19 of the Provision the subject of data has the right to announce personal data from the side of the administrator of the personal data in case of correction, erasure or restriction of processing personal data. In case there is correction or erasure of the personal data, the administrator will inform an individual recipient, with the exception of cases when it is shown as impossible or it requires an inadequate effort. On the request of the subject of the data the administrator can provide information on these recipients.

The Provision to be downloaded here:

<http://eur-lex.europa.eu/legal-content/CS/TXT/PDF/>?uri=CELEX:32016R0679&from