



Prague 25.5.2018

Appendix No. 2 to the CGS Library Policy: GDPR

The Czech Geological Survey Library processes personal information based on a provision of services agreement, which it concludes with users by accepting their library application, in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR), and Act No. 110/2019 Coll. (Personal Data Processing Act).

The library processes the personal data of registered readers in order to provide them with library, information and other services, to inform them about services, as well as to protect the the library's property and collection and to statistically evaluate user activity. The library uses contact details to improve communication with users, whereby users are not obliged to provide such information.

The legal grounds for processing personal data include: contract obligations (recording personal data for the duration of the concluded agreement) and legitimate interests (retention of data for an additional year after registration expiry).

The library processes the following personal data of registered readers:

Mandatory personal data: name, surname, date of birth, permanent address

Optional contact details: delivery (contact) address, email, phone number, academic titles

Services information: library card number, borrowing overview including history, overview of reservations, orders, reminders, compensation for damage of borrowed material

Accounting information on cash transactions made, their purpose and date

Additional (optional) data relevant for using library services: CGS employee, emeritus employee, student, senior citizen

Registered readers shall promptly notify the library of any changes to personal and contact information.

Rights of readers as personal data subjects

Readers have the right to access, rectify or delete personal data, or to restrict their processing, and the right to object to their processing. Some data can also be accessed from a reader's online reader account.

Upon request, the library must provide registered readers with a copy of the processed personal data upon verifying their identity, or provide access to a reader's application and other included documents.

At the express written request of a user, the personal data processed electronically by the library may be transferred in a machine-readable format to another entity upon verification of the user's identity (right to portability).

The library must promptly process a reader's request regarding personal data protection no later than one month upon receipt of the request.

Retention period for personal data

The library stores the personal data of a registered readers for the duration of their registration and one year thereafter. During this year, readers can easily renew their registration without loss of their borrowing history. The library anonymizes the data after this period has elapsed. Registered readers may also request to have their personal data deleted (anonymized) at an earlier date if they do not have any library debts and no longer wish to use its services. Registered readers may also make a request in person at the library to have their borrowing history deleted without terminating their registration. Personal data in computer databases are deleted by anonymizing identifying information. Personal data in paper form must be shredded. Accounting documents will be disposed of according to the Records and Disposal Policy.

Protection of personal data

Signed reader applications and other written materials are stored in such a way that prevents access by unauthorized persons. Access to these documents shall be restricted to staff members, which handle them during the course of their work.

The library stores personal data in the Clavius library system. Access to the data is protected by a system of access accounts, passwords and rights defined to the necessary extent that allows individual employees to perform their tasks. The access to online reader accounts is protected and encrypted as well.

All readers can also responsibly contribute to the security and protection of personal data by not lending their library cards to other persons, by not disclosing their login data to online reader accounts to others, and by choosing passwords to access online accounts according to the recommendations for secure passwords.

Additional information

Readers who notice that the processing of their personal data violates the protection of their privacy may request an explanation and rectification of the arisen situation (by correcting, supplementing and restricting the processing or deletion of personal data). The request must be made in writing.

The protection of personal data is supervised by the Personal Data Protection Office, with which readers may file potential complaints.