

**Appendix no. 3 to the Order issued by the Rector, no. 134/2021 – Processing and Protection of Personal Data by the University of Ostrava Library**

**Processing and Protection of Personal Data by the University of Ostrava Library**

**Article 1**  
**Introductory provisions**

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, and repealing Directive 95/46/EC (General Data Protection Regulation), the University of Ostrava provides the following information about the processing and protection of personal data via its University Library.

**Article 2**  
**Basic information**

The University of Ostrava publishes all basic information concerning the processing of personal data, including information on the protection of personal data, on its website, accessible at <https://www.osu.cz/gdpr/>.

**Article 3**  
**Personal data subjects**

1. The University of Ostrava, via its University Library, acquires and processes the personal data of the following categories of personal data subjects:
  - a) persons who are users of the University Library,
  - b) persons who intend to become users of the University Library.
2. In accordance with the Library Regulations, the University Library distinguishes the following categories of users:
  - a) **internal users**
    - i. UO academic staff,
    - ii. UO non-academic staff,
    - iii. UO doctoral students,
    - iv. UO students,
    - v. UO students with specific needs;

**b) external users**

- i. members of the public,
- ii. people with specific needs,
- iii. UO graduates;

**c) legal entities (libraries)**

**Article 4**  
**Personal data**

1. The University of Ostrava, via its University Library, acquires and processes the personal data of the above-listed categories of personal data subjects (persons), distinguishing the following two categories (groups) of personal data:
  - a) personal data that are essential for the provision of services by the University Library,
  - b) personal data that facilitate the provision of services by the University Library.
2. **Personal data that are essential for the provision of services by the University Library**
  - a) **internal users:** Name, surname, date of birth, identification number allocated by the University of Ostrava (University ID), address of permanent residence, address of temporary residence, address of residence reported to state authorities, student/employee e-mail address allocated by the University of Ostrava at the domain osu.cz, type of relationship with the University (student/employee), expected date of termination of the user's relationship with the University of Ostrava.
  - b) **external users:** Name, surname, date of birth, identification number allocated by the University Library (reader ID), address of permanent residence, address of temporary residence, address of residence reported to state authorities, e-mail address, expected date of termination of the user's relationship with the University of Ostrava.
3. **Personal data that facilitate the provision of services by the University Library**
  - a) **internal and external users:** Title, academic title, artistic/pedagogical title, academic position, private telephone number, private e-mail address, photograph.
4. The acquisition and processing of personal data that facilitate the provision of services by the University Library is not essential for the provision of these services, but it substantially facilitates some of the Library's activities in this regard, particularly the provision of notifications regarding the processing of user reservations, notifications regarding the processing of requests for inter-library lending services, information on the Library's services, and the sending of pre-reminders and reminders.

## **Article 5**

### **Purposes of data processing**

The University of Ostrava, via its University Library, acquires and processes personal data for the following purposes:

1. The provision of public library and information services, particularly:
  - a) provision of access to (lending of) library documents from the Library's stocks,
  - b) provision of access to (lending of) library documents from the Library's stocks to another library via inter-library services,
  - c) provision of bibliographic, reference and factual information and bibliographic searches,
  - d) mediation of information from external sources, primarily from electronic information resources, including databases of scholarly publications (books) and periodicals (journals)
  - e) provision of access to information via computers located in the University Library, including its individual constituent parts and units.
2. The provision of other services, particularly:
  - a) cultural and educational activities,
  - b) issuing of publications on specific topics,
  - c) provision of reprographic services,
  - d) appropriate activities promoting the Library.

## **Article 6**

### **Storage of personal data**

1. The University of Ostrava, via its University Library, stores personal data on information carriers in physical (paper) form and in electronic (computer) databases and electronic information systems.
2. The University of Ostrava, via its University Library, stores personal data for a period of one year after the termination of the relationship between the user and the University of Ostrava.

## **Article 7**

### **Recipients of personal data**

1. The University of Ostrava, via its University Library, provides access to, sends, publishes, or reports selected personal data to recipients (third parties); these recipients are

- exclusively official public bodies, particularly ministries, government departments, courts, and the police.
2. In accordance with Paragraph 1 of this Article, the University of Ostrava processes personal data exclusively for the following purposes:
    - a) In order to meet its obligations as imposed by legal regulations. An example of such an obligation is the presentation or issue of these data to the Czech National Police Force in accordance with Act no. 141/1961 Sb., the Code of Criminal Procedure, as amended.
    - b) In order to protect the University's own rights and interests in proceedings with official public bodies, including primarily proceedings with government authorities, other public administrative bodies, and courts. An example of such processing of personal data is the use of data as evidence in court proceedings, e.g. in accordance with Act no. 99/1963 Sb., the Code of Civil Judicial Procedure, as amended.
  3. The University of Ostrava does so exclusively in accordance with the conditions, manner and scope stipulated by the relevant legal regulations, or to an extent that is essential in order to fulfil the purpose of the above-described manner of personal data processing.

## **Article 8**

### **Protection of personal data**

The University of Ostrava, via its University Library, has implemented appropriate technical and organizational measures in order to ensure that the personal data processed by it are protected to an adequate degree. These measures are as follows:

- 1) Storage of personal data on physical (paper) data carriers in premises with restricted access (enabling the premises to be locked),
- 2) Storage of personal data on electronic data carriers (in databases and information systems) with restricted access and adequate security measures,
- 3) Provision of access to personal data exclusively to those University of Ostrava employees who are authorized to process the personal data in question,
- 4) Denial of access to personal data to other University of Ostrava employees who are not authorized to process the personal data in question,
- 5) Provision of personal data to recipients and third parties exclusively in order to fulfil the obligations imposed by legal regulations and only to an essential extent,
- 6) Provision of personal data to recipients and third parties in order to fulfil the purpose of the processing or on justified grounds only after ensuring that these personal data will be processed by recipients and third parties in compliance with legal regulations, with adequate security and only to an essential extent.