

PERSONAL DATA PROCESSING POLICY

for participants in conferences organised by DDeM, s.r.o.

- 1. Controller.** DDeM, s.r.o., with its registered office at Polská 1184/10, Vinohrady, 120 00 Prague 2, Identification No.: 26780577, registered in the Commercial Register maintained by the Municipal Court in Prague, File No. C 93278 (hereinafter the “**Controller**”) is the personal data controller.
- 2. Contact.** The Controller may be contacted by e-mail to the address: osobniudaje@ddem.cz or by phone to info line +420 222 250 300 on business days from 10:00 a.m. to 4:00 p.m., or in writing to the Controller’s residential address specified above.
- 3. Participant.** The Controller processes the personal data of the participants in an event organised by the Controller, particularly the conferences (hereinafter the “**Participant**”).
- 4. Processed Personal Data.** The Controller processes the personal data of participants to the following extent: *(i) identification data – names and surnames, (ii) contact data – telephone number and e-mail, (iii) business name of the participant’s employer, and (iv) audio, video or audio-video records of the Participants.*
- 5. Purpose of the Processing.** The Participant’s personal data is particularly processed to offer participation and to ensure participation in other events (conferences) organized by the Controller, and to send the event outputs, in particular presentations, other materials and documentation, and audio, video or audio-video records of the Participants by post, e-mail, SMS, or other form of electronic communication.
- 6. Consequence of Failure to Provide Data.** Providing the personal data by the Participant is voluntary. With regard to the processing purpose, failure to provide any data required by the Controller, or specification of an inaccurate information may result into impossibility to arrange for participation of the Participant in the organised event, impossibility to fully inform the Participant about the organised events, as well as the impossibility of full transfer of information about the current issues or matters. The same consequences may occur after blocking or deletion of the respective personal data upon the Participant’s request.
- 7. Processing Method.** The personal data processing is performed by the Controller. The Controller is entitled to process the personal data also through third parties. No automated processing is performed in the processing. The personal data shall not be transferred to a third country or to an international organisation.
- 8. Processing Time.** With regard to the purpose of the processing, the Controller is authorized to process the personal data of the participants for the time necessary to ensure the purpose of the processing, i.e. usually until the Participant notifies the Controller that the Participant does not want any further data processing, or withdraws the consent, restricts the consent or file an objection, unless the a longer retention of certain personal data is justified by the need to protect the rights or to establish, exercise or defend legal claims.

9. **Rights in Personal Data Processing.** The Controller hereby informs the Participants as the data subjects about their fundamental rights relating to their personal data processing in accordance with the provisions of Article 13 (2) of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data (hereinafter “**GDPR**”):
- 9.1. **Right of Access to Personal Data.** Each Participant is authorized to obtain from the Controller a confirmation of their personal data processing, access to the processed personal data (including a copy of the processed personal data, where appropriate), and access to other information and explanations concerning their personal data processing.
 - 9.2. **Right to Rectification.** Each Participant has the right to have the Controller corrected without undue delay any inaccurate personal data or, taking into account the purpose of the processing, supplemented any incomplete personal data concerning them.
 - 9.3. **Right to Erasure, Restriction or Objection.** Each Participant has the right to terminate or restrict the processing of personal data relating to him by the Controller without undue delay or the Participant may object to the processing of data relating to them, unless the processing is necessary for protection of the rights or for establishment, exercise or defence of legal claims.
 - 9.4. **Right to Data Portability.** Any Participant has the right to obtain their personal data provided to the Controller in the structured, normally used and machine readable format, and the right to hand over such data to another controller, if technically feasible. The right to data portability shall not adversely affect the rights and freedoms of other persons.
 - 9.5. **Right to Lodge a Complaint.** Any participant believing that the processing of its personal data violates the personal data protection law, GDPR or any other legal regulations, is entitled to lodge a complaint with a supervisory authority, which is the Office for Personal Data Protection, contact: www.uouu.cz.