

PERSONAL DATA PROCESSING POLICY

1. DATA CONTROLLER (WHO PROCESSES PERSONAL DATA?)

The Data Controller is MALVÍNA - umělecká mateřská škola s.r.o., IČO: 01846884, registered in the Commercial Register kept at the Municipal Court in Prague under File No. C 212464, with its registered office at Rybná 716/24, Staré Město, 110 00 Praha 1, e-mail: a.frimlova@skolkamalvina.cz

2. THE PURPOSE OF THIS DOCUMENT

The purpose of this document is to fulfill some of our obligations in relation to the protection of personal data arising from Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data Directive 95/46/EC (General Data Protection Regulation, hereinafter referred to as "**GDPR**") and other personal data protection laws.

Please read the entire document carefully. In case you have any questions, you can contact us using the above-mentioned email, or our staff trained on the issue who will be happy to explain it to you in person.

At the same time, we want to assure you that we take personal data protection seriously and that your personal data is safe with us.

3. CATEGORIES OF PROCESSED PERSONAL DATA, PURPOSES OF PROCESSING

We process the following categories of personal data:

A) regarding children who are provided with preschool education:

- name, surname, date of birth,
- names and surnames of parents,
- address of residence,
- health condition.

These personal data are processed for the purpose of providing preschool education. It's not possible to provide preschool education without processing them.

If you give us consent to the processing of personal data within this defined scope, we can also process:

- the appearance of children through photos (without connection to their name), for the purpose of photodocumenting preschool education, promoting the nursery on the _____ website and Facebook and for the purpose of sending an internal newsletter.
- religious beliefs of the child, for dietary purposes.

B) regarding parents:

- name, surname, date of birth,
- name and surname of the child,
- address of residence,
- account number,
- decisions of the court in civil or criminal matters, in so far as it concerns preschool education of children, if applicable.

C) regarding persons in charge of picking up children:

- name, surname, date of birth,
- address of residence.

These personal data are processed by our employees, and by EcoDandit for the purpose of providing food, and by Edookit for the purpose of providing the Edookit internal system. This data is typically processed using technical means (computers, mobile phones), but also in printed form.

4. INFORMATION ABOUT YOUR RIGHTS IF WE PROCESS YOUR PERSONAL INFORMATION

The Regulation provides the following list of your rights in relation to the protection of personal data:

You have the right to obtain a confirmation whether personal data concerning you are processed or not processed by us and, if processed, are you entitled to access the following information:

- purposes of processing;
- categories of personal data concerned;
- recipients or categories of recipients to whom personal data has been or will be made available;
- the estimated time period for which your personal data will be stored with us or the criteria used to determine this time;
- all available information about the source of personal data, unless they are obtained directly from you;
- Whether automated decision making is taking place, including profiling; the procedure used, the significance and the anticipated consequences of such processing;

You have the right to get a copy of the personal data processed concerning you unless disclosure of this information would adversely affect the rights and freedoms of others.

If your personal data is processed inaccurately, you have the right to correct these inaccurate personal details without undue delay. At the same time, you have the right to complete any incomplete personal information.

You have the right to request that we delete personal data (right to be forgotten) concerning you if any of the following conditions are met:

- personal data are no longer needed for the purposes for which they were collected;
- you withdraw consent to the processing of personal information you have previously provided to us;
- you raise objections to the processing of personal data based on our legitimate interest, and there are no overriding reasons for processing;
- personal data has been processed unlawfully;
- personal data must be deleted in order to meet our legal obligation.

You have the right to require that we limit the processing of your personal data if any of the following conditions are met:

- You dispute the accuracy of the processed personal data;
- The processing of your personal data is unlawful, and you refuse their erasure;
- We do not need your personal data for processing purposes, but you require them for the establishment, exercise or defence of your legal claims;
- You have raised an objection to the processing of your personal data (processing is suspended for a time period required to verify that our legitimate interests outweigh your legitimate interests).

You have the right to obtain personal data related to you and which you have provided to us and that are processed in an automated manner) in a structured, commonly used and machine-readable format. You may pass this data to another Controller, and you may also require us to provide such personal data directly to a Controller designated by you. The condition of your right is that the processing of the relevant personal data is based on consent or necessity to fulfill a contract and is performed in an automated manner.

You have the right to object to the processing of your personal data that we perform based on our legitimate interests. Once your objection has been raised, we will no longer process your personal data unless we demonstrate that we have strong legitimate reasons for processing your personal data that outweigh your interests, rights or freedoms or are necessary for establishment, exercise or defence of legal claims. If we process your personal data for direct marketing purposes, you have the right to object at any time, in which case we will immediately cease to process your personal data.

If you suspect that we do not process your data in accordance with applicable privacy laws, you have the right to file a complaint with the Personal Data Protection Authority.

5. PERSONAL DATA PROCESSORS, PERSONAL DATA RECIPIENTS

As already mentioned above, we disclose the listed personal data to the following entities:

- EDOOKIT, s.r.o, IČO:28341821, registered office at Vídeňská 995/63, Brno, 639 00, e-mail: info@edookit.com, tel.: 773 700 510
- ACCOUNTANT, Lucie Bystroňová, IČO: 88925161, registered office at Gabčíkova 1044, Nehvizdy, 250 81, e-mail: bystronova.lucie@gmail.com, tel.: 602 888 058

We have entered into a personal data processing agreement with these entities, where each processor undertakes to process personal data in accordance with the GDPR. Therefore, even by disclosing to other processors, your personal data is not endangered.

6. FINAL PROVISIONS

This Policy shall come into force on May 25, 2018.