

Information on Personal Data Processing

Dear Sir / Madam,

In accordance with 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 and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter "GDPR"), we would like to inform you about the manner in which MigAct, z.s. processes your personal data and what your rights are in this regard.

MigAct, z.s., ID No.: 19843631, with its registered office at Revoluční 13, 110 00 Prague 1, registered in the Register of Associations maintained by the Municipal Court in Prague, Section L, Entry 78262 (hereinafter "MigAct"), processes the personal data of persons using its services, as well as persons to whom services have already been provided, provided that further processing of their personal data is necessary, in particular for the purpose of fulfilling MigAct's legal obligations or for the protection of its legitimate interests.

Your personal data are processed in accordance with the GDPR and Act No. 110/2019 Coll., on the Processing of Personal Data. The processing of personal data takes place primarily for the purpose of:

- a. fulfilling the legal obligations of MigAct,
- b. protecting the legitimate interests of MigAct, in particular the protection of its property rights,
- c. fulfilling the legal obligation to demonstrate the legitimacy of the use of public funds,
- d. performance of the contract between MigAct and the client – the recipient of its services.

Specifically, MigAct processes personal data primarily for the following purposes:

- a. identification of the client for the purposes of concluding and performing the service provision contract/agreement and assessing the eligibility to use MigAct services,
- b. communication with the client and provision of services by MigAct staff,
- c. project administration and auditing the use of public funds provided in the form of subsidies or grants,
- d. informing clients and the public about the public benefit activities and services of MigAct.

Who has access to your data and to whom do we transfer it to?

MigAct is the controller of your personal data. Only MigAct employees or its associates who require such data to perform their duties and are bound by a duty of confidentiality have access to your personal data.

Should you need to, you may contact us regarding the processing of your personal data at the following email address:

contact@migact.net

Your personal data may further be disclosed to entities to which MigAct is obliged to provide data based on legal regulations or contractual obligations, particularly to grant and subsidy providers (e.g., Ministry of the Interior of the Czech Republic, Prague City Hall, European Commission), supervisory authorities (e.g., Financial Administration, Ministry of Finance, Supreme Audit Office, Office for Personal Data Protection, European Court of Auditors, Ministry of Labour and Social Affairs), other public administration bodies (e.g., Police of the Czech Republic, courts), as well as external auditors, accountants, or IT service providers who provide technical or administrative support to MigAct.

MigAct does not sell or transfer your personal data to third parties for commercial purposes.

What categories of data do we process?

- a. address and identification data used for your clear and unmistakable identification (first name, surname, gender, date of birth, country of origin, citizenship, residency status in the Czech Republic, residence address in the Czech Republic, type and number of identity document);
- b. contact details (contact address in the Czech Republic, telephone contact, email address);
- c. other data necessary for the provision of MigAct services;
- d. data regarding the services provided, their progress, and results;
- e. standard photographs and video recordings of your person created for the purpose of documenting the activities and events organized by MigAct. The processing of this data is necessary to maintain the free-of-charge nature of our services. Photographs and video recordings processed without your consent may not be used for any purpose other than those stated above.

Data processed with consent

MigAct may also process certain personal data based on your consent, in particular::

- a. photographs or video recordings of your person for the purpose of informing the public about MigAct's activities (e.g., on the website, social media, or in the annual report);
- b. email address or telephone number for the purpose of sending information about MigAct's activities and events (unless there is another legal basis for processing).

This data is processed solely on the basis of your **voluntary consent**, which you may withdraw at any time via the contact email.

The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. In the event of withdrawal of consent, MigAct will no longer send you information about its activities nor use photographs for the aforementioned purposes.

How long do we process your personal data?

Personal data may be processed for the duration of the provision of services and subsequently for the period necessary to protect the rights and legitimate interests of MigAct, in particular for the purpose of fulfilling obligations arising from legal regulations or the conditions of subsidy providers.

In the case of data related to projects funded by public resources, personal data are generally stored for a period of 10 years starting from January 1st of the year following the termination of the project, unless legal regulations or the conditions of the subsidy provider stipulate a longer period.

Personal data processed on the basis of consent are stored for the duration of such consent or until its withdrawal.

Upon expiry of the specified period, personal data are securely deleted, anonymized, or destroyed in accordance with MigAct's internal regulations. This does not affect MigAct's obligation to archive certain personal data.

Processing Conditions, Information on Processing, and Data Subject Rights.

The processing of personal data within MigAct is governed by internal regulations, particularly [Data Protection Policy](#), which sets forth rules for the secure handling of personal data to ensure its protection against unauthorized access, loss, misuse, or destruction.

The provision of certain personal data is necessary for the provision of MigAct services. If you do not provide such data, it may not be possible to provide MigAct services to their full extent.

Your Rights in Connection with the Processing of Personal Data

In accordance with the GDPR, you have the following rights:

- **Right of access to personal data** – you may request confirmation as to whether MigAct processes your personal data and obtain access to it, including a copy of such data,
- **Right to rectification** – if your personal data is inaccurate or incomplete, you have the right to request its rectification or completion,
- **Right to erasure (“right to be forgotten”)** – in cases provided for by legal regulations, you may request the erasure of your personal data,
- **Right to restriction of processing** – you may request the restriction of the processing of your personal data in cases provided for by law,

- **Right to object to processing** – particularly if personal data is processed on the basis of a legitimate interest or for the purposes of providing information about MigAct's activities,
- **Right to data portability** – in cases provided for by law, you have the right to obtain your personal data in a structured and machine-readable format,
- **Right to withdraw consent** – if the processing is based on your consent, you may withdraw it at any time.

How to exercise your rights.

You may send your requests or inquiries regarding the processing of personal data to the contact email address mentioned above. MigAct will process your request **without undue delay, and at the latest within one month of its receipt**. In complex cases, this period may be extended by an additional two months; in such an event, MigAct will inform you of the extension and the reasons for it.

The provision of information and the processing of requests are **free of charge**, unless the request is manifestly unfounded or excessive, particularly if it is repetitive.

Right to submit a complaint

If you believe that the processing of your personal data violates legal regulations, you have the right to lodge a complaint with the supervisory authority:

The Office for Personal Data Protection

Pplk. Sochora 27, 170 00 Praha 7

www.uouu.cz