

Information on personal data processing within the administration of the EEA /Norwegian Financial Mechanisms 2014-2021

Following the implementation of requirements of the Regulation 2016/679 of the European Parliament and of the Council from 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and the repeal of Directive 95/46 / EC (hereinafter "the GDPR Regulation"), we would like to inform you that your personal data are being processed in connection with the process of providing support through the EEA and Norway Grants 2014-2021 (hereinafter referred to as "EEA / Norway Grants").

Personal data will be processed in secured electronic way, or in a manual manner solely for the purpose of providing support and administration related to the EEA / Norway Grants.

The provision of personal data is necessary to comply with the requirements of the legal frameworks of the EEA / Norway Grants, the European Union and the Czech Republic. The provision of personal data is voluntary. Rejection may result in the ineligibility to receive funds from the EEA / Norway Grants.

Personal data may only be transferred or made available to persons, institutions or authorities who have the right to collect such data in accordance with the Regulations on the implementation of the EEA / Norwegian Financial Mechanism 2014-2021 (hereinafter referred to as "Regulations"), law or public interest.

I. Personal Data Administrator

The Ministry of Finance, Letenská 15,118 10 Praha 1, ID: 00006947 (hereinafter referred to as the "Administrator"), has the role of personal data administrator and determines how the personal data will be processed, for what purpose and for how long. Personal data are processed in accordance with the GDPR Regulation.

II. The scope and the legal basis of personal data processing

Personal data are processed to the extent provided to the Administrator by the applicant or the final beneficiary of the grant, or another subject (hereinafter referred to as the "data subject") within the contractual or other legal relationship with the Administrator, or processed in accordance with the applicable law or to fulfill the legal obligations of the Administrator. Specific categories of personal data (sensitive data) are processed only after the approval of the data subject. In addition, personal data are processed to the extent required by the administrators of the relevant information systems (processors) with whom the Administrator is working or linked to.

Personal data are processed for the purpose of administration of the EEA / Norway Grants.

Personal data are collected and processed in order to fulfill the Administrator's legal obligations under the Regulations and these Acts:

- Act No. 218/2000 Coll., on Budgetary Rules and on Amendments to Certain Related Acts
- Act No. 89/2012 Coll., Civil Code
- Act No. 134/2016 Coll., on Public Procurement
- Act No. 320/2001 Coll., on Financial Control
- Act No. 563/1991 Coll., on Accounting
- Act No. 255/2012 Coll., on Audit rules

III. Personal data sources

- acquired from data subjects
- obtained from publicly accessible registers, lists and records
- all data used for project administration needs received via the data-box, mail, in person or otherwise

IV. Categories of personal data subjected to processing

- contact details (e.g. name, surname, title, personal ID/birth date, address, phone number, e-mail, etc.).
- payment information details (e.g. bank details)
- other data necessary for the processing of grant applications or fulfilling contractual obligations
- specific categories of personal data (sensitive data) needed for analytical or statistical purposes

V. Data subject categories

- applicants /final beneficiaries of grants and their partners
- third parties who are indirect beneficiaries of grants / partners (employees, directors, partners, other persons involved in project implementation, etc.)
- Administrator's staff
- staff of institutions involved in the administration of the EEA / Norway Grants (e.g. Programme partners)
- processors' staff
- service suppliers and their employees
- external evaluators
- members of Selection Committees
- auditors
- other persons who are contractually bound to the Administrator / final beneficiary /project partner
- other persons who contact the Administrator with a question or complaint

VI. Purpose of personal data processing

- processing grant applications
- evaluation of grant applications
- compliance with contractual obligations
- compliance with legal obligations of the Administrator
- analytical and statistical purposes (sensitive data)

VII. Categories of personal data recipients

- state and other bodies involved in the administration of the EEA / Norway Grants
- state and other bodies within the framework of the fulfillment of legal obligations stipulated by the relevant legal regulations (Supreme Audit Office, law enforcement authorities, etc.)
- processors of information systems with whom the Administrator works or is linked to
- external evaluators during the evaluation of grant applications

The list of recipients of personal data is not exhaustive. Beyond that, it is possible to transfer the personal data to other entities, if there is an appropriate legal reason, or for example, important general public interest.

VIII. Method of processing and protection of personal data

The processing of personal data occurs automatically or in manual way in case of personal data obtained in a paper form, in compliance with all security policies for the management and processing of personal data. Automatic processing takes place in the information systems of the Administrator or in the information systems of its processors.

For the purposes of the safe processing of personal data, the Administrator has taken technical and organizational measures to ensure the protection of personal data, in particular measures to prevent unauthorized or accidental access to personal data, their alteration, destruction or loss, unauthorized transmission, unauthorized processing and misuse of personal data. Any subject to whom personal data may be accessed is subject to the privacy rights of the data subject and is bound to comply with applicable privacy laws.

Employees of the Administrator involved in the implementation of the EEA / Norway Grants and other persons who, when performing their duties, come into contact with personal data to the extent necessary for the purpose of processing, are obliged to maintain confidentiality and security measures.

IX. Processing of personal data

All personal data collected during the administration of the EEA / Norway Grants shall be stored in paper or electronic form in accordance with the relevant legal regulations and the Administrator's shredding regulations. If the personal data are related to a specific project, the data are retained according to the Regulations for a period of ten years from the 1st day of the year following the approval of the final project report, but at least until 2030. After the end of the retention period the Administrator is obliged to follow relevant shredding regulations.

The length of the period for processing of personal data is absolutely necessary to ensure the rights and obligations of both project administration and the relevant legal regulations.

X. Instruction

The Administrator processes the personal data of the data subjects in accordance with Article 6 (1) of the GDPR Regulation, namely the processing necessary for fulfillment of the contract, legal obligations and tasks performed in the public interest or as an enforcement of public authority entrusted to the Administrator.

XI. Rights of data subjects

At any time during the processing of personal data, data subjects may use the following rights, if the relevant law is applicable in this case:

- The right to access personal data and to make copies of processed personal data;
- The right to rectify and supplement personal data where the data subject finds that personal data are being processed incorrectly or inaccurately;
- The right to delete personal data. The data subject may request the deletion of personal data only if the purpose for which they were processed is achieved.