

Information on personal data processing (Internal reporting system)

Following 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, hereinafter 'the Regulation'), we would like to inform you about the processing of your personal data in connection with the submission of notifications via the Internal Reporting System ('IRS').

The controller of your personal data is **J. Heyrovský Institute of Physical Chemistry of the CAS (HIPC), Dolejskova 2155/3, 182 23, Prague 8, ID. no.: 61388955, phone: +420 266 052 011, www.jh-inst.cas.cz.**

Your questions regarding personal data processing can be addressed by e-mail: pavel.belohlavek@jh-inst.cas.cz.

Personal Data Processing:

1. Purpose of data processing, legal grounds

Your personal data or the personal data of third persons, if these are mentioned in the submitted announcement through IRS, can be processed.

These personal data will be processed only to receive and investigate the submitted announcement due to the necessity for fulfilling the legal obligations pursuant to Art. 6 (1) (c) of GDPR.

The legal basis of personal data processing is Directive (EU) 2019/1937 of the European Parliament and of the Council of 23 October 2019 on the protection of persons who report breaches of Union law and respective national legislation.

2. Keeping of received announcement, voice record, transcription, written record

The received announcement is kept under the abovementioned regulation, so the identity of the whistleblower and the other persons and the confidentiality of information are not disturbed. The announcement is kept only for a necessary period, which is needed for fulfilling of purposes set in the respective legal regulation. It mainly means the protection of whistleblower against retaliatory measures and possible investigations led by public authorities. The maximal period of keeping is five years.

If the received announcement (submitted orally or by phone) is transcribed, voice recorded or written recorded, HIPC will keep these documents (records) for a maximum of five years.

The person receiving the announcement ("authorised person") is obliged to keep a record and documentation of reported data. This documentation is accessible only to authorised persons. The documentation is led only in electric form, to the following extent: a) date of announcement received, b) name or names, surname, date of birth and contact address of whistleblower, if these data are known, c) summary of submitted announcement and identification of person against whom an announcement is aimed, if their identity is known, d) the date when the considering of submitted announcement was finished by the authorised person and the result of it. Data in above mentioned documentation are kept for a maximum of five years.

3. Recipient of your personal data

If it is required by respective legal regulation, we are obliged to transfer your data to public authorities, such as the Police, public prosecutor, court of law etc.

4. Rights regarding processing of your personal data

Within the processing of your personal data, you have the following rights:

- to request confirmation from the controller about the processing of your personal data and, if it is processed, you have the right to access this data;
- to correct outdated or incomplete data;
- to erasure of personal data concerning you or to restriction of processing;
- to submit a complaint to Czech **Personal Data Protection Office** located at Pplk. Sochora 27, 170 00, Prague 7, email: posta@uouu.cz.