

# Personal Data Protection

We respect your privacy and personal data protection. That is why we only collect the information we need for specific purposes. In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 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 (hereinafter referred to as the "GDPR Regulation") and Act No. 18/2018 Coll. on the protection of personal data (hereinafter referred to as the "Act"), your personal data are being processed to the extent and under the following conditions:

## Controller

The University Library in Bratislava, a state budget organisation with the registered office at Michalská 1, 814 17 Bratislava, Company ID: 00164631, is the controller you may contact in the matter of exercising your rights in the field of personal data protection at:

- phone number: +421 02 20 466 224
- email address: [osobneudaje@ulib.sk](mailto:osobneudaje@ulib.sk) or
- postal address: Univerzitná knižnica v Bratislave, OCHRANA OSOBNÝCH ÚDAJOV, Michalská 1, 814 17 Bratislava.

We will respond without undue delay at the latest within one (1) month, or possibly within two (2) months if the legal conditions for extending this period are met.

The Controller has a designated person responsible for the protection of personal data, who may be contacted by a data subject in connection with all matters relating to the processing of his/her personal data and the exercise of his/her rights under the GDPR Regulation; the responsible person's contact details: email: [osobneudaje@ulib.sk](mailto:osobneudaje@ulib.sk) or in writing to the controller's address with indication "GDPR RESPONSIBLE PERSON".

## What personal data we process about you and why?

Upon submitting a user application, pursuant to § 18 of Act No. 126/2015 Coll. on libraries, amending and supplementing Act No. 206/2009 Coll. on museums and galleries and on the protection of items of cultural value, amending the Act of the Slovak National Council No. 372/1990 Coll. on offenses, as amended by Act No. 38/2014 Coll. (hereinafter the "Act on Libraries"), you are required to provide the following personal data for the purposes of being provided with the library-information services: name, surname, title, address of permanent residence, address of temporary residence, date and place of birth, identity document number and its validity period, highest achieved education, telephone number, email address, name, surname and address of the child's legal representative. The provision of these personal data is mandatory as it arises directly from the Act on Libraries. A failure to provide the data would result in the inability to register you as a user of the library-information services. However, the provision of your consent to a picture of you being taken, as well as consent to the sending of newsletters is voluntary. You give this consent directly in the user application and you may revoke it at any time by sending a notice of revocation to the address of the Controller's registered office or by email to [pozic@ulib.sk](mailto:pozic@ulib.sk).

## In what manner and how long will we process your data?

The personal data will be processed in the form of keeping records on the users of library-information services to the extent specified in the application. We will process your personal data in accordance with the Controller's Library Rules.

The Controller will process and use the personal data for the duration of registration and two (2) years following the end of registration.

## Who will process your personal information?

Your personal data will be processed solely by the Controller's authorised employees. The third parties will have access to your personal data only to the extent necessary to ensure the working condition of the software and hardware. In line with the GDPR Regulation, the Controller has concluded personal data protection agreements with these providers. Your personal data will not be transferred to other countries.

## What are my rights?

We would like to inform you that you have the following rights, the terms and conditions of which are laid down both in the GDPR Regulation and in the Act. You have the right to ask the Controller for access to the personal data relating to you, the right to correction or erasure of such data or to the restriction of processing, including the right to object to the processing, as well as the right to data portability. The rights are defined in more detail in Articles 15 to 23 of the GDPR Regulation, as well as below in this document.

### a) Right to access

You have the right to the provision of a copy of the personal data we hold about you, as well as to the information on how we use your personal information.

In most cases, your personal information will be provided to you in a written form, unless you ask for a different way of data provision. If you have requested this information by electronic means, the information will be provided to you electronically, if technically possible.

### b) Right to correction

We adopt adequate measures to ensure the accuracy, completeness and up-to-dateness of the information we hold about you. If you believe that the information we have is inaccurate, incomplete or outdated, please do not hesitate to ask us to modify, update or supplement this information.

### c) Right to deletion

You have the right to ask us to delete your personal information, for instance in the event that the personal information we have obtained about you is no longer necessary for the fulfilment of the original purpose of processing. However, your right must be evaluated in terms of all relevant circumstances. For instance, we could be under certain legal or regulatory obligations, meaning that we would not be able to comply with your request.

### d) Right to limitation of processing

Under certain circumstances, you have the right to ask us to stop using your personal information. These cases include, for instance, where you believe that the personal information we have about you could be inaccurate or where you believe that we no longer need to use your personal data.

### e) Right to data portability

Under certain circumstances, you have the right to ask us to transfer the personal data you have provided to us to some other third party of your choice. However, the right to portability only applies to the personal data we have obtained from you on the basis of your consent or under a contract, to which you are one of the contracting parties.

### f) Right to object

You have the right to object to the processing of data, which is based on our legitimate lawful interests. If you file an objection and we fail to provide any substantiated legitimate reason for data processing, we will not process your personal data any further.

### g) Rights associated with automated decision making

You have the right to reject automated decision making, including profiling, from which any legal or similarly significant consequence emerges for you. You may check the fact whether your personal data are being processed using these processing operations in the applicable section, based on the purpose of processing.

### h) Right to file a complaint

If you wish to file a complaint with respect to the method of your personal data processing, including the exercise of the above rights, please contact our Responsible Person. We will duly review all your suggestions and complaints.

If you are not satisfied with our response, or believe that we process your personal data unfairly or unlawfully, you may file a complaint with a supervisory body which is the Office for Personal Data Protection of the Slovak Republic, <https://dataprotection.gov.sk>, Hraničná 12, 820 07 Bratislava 27; phone no.: +421 2 3231 3214; E-mail: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk).

Should you have any questions relating to the processing of your personal data, feel free to contact us via our Responsible Person.

Bratislava, 24<sup>th</sup> May 2018

Ing. Silvia Stasselová  
General Director