



**institute of
documentary
film**

Štěpánská 14
110 00 Prague 1
Czech Republic

dokweb.net

Notification of the processing of personal information for purposes of maintaining a documentary film database

The Institute of Documentary Film, Štěpánská 14, 110 00 Prague 1, ID 26549867 (hereinafter the "IDF") administers personal information that you, as the subject of this information or their legal representative, provide. Protection of personal information is very important to us, which is why we always proceed in accordance with the law. We collect and process only those categories of your personal information described in Point 1 that we absolutely need for purposes described in Point 2. If you have any questions related to the processing of personal information, you can call +420 224 214 858 or send an email to idf@dokweb.net.

1. What information do we need?

For the purposes stated below, we need the following categories of personal information from you:

- your address and identifying information – especially your name and surname
- descriptive personal information – especially: an overview of the work

If stipulated by legislation, we can add to your personal information data from publicly accessible registers, lists, records, or third parties.

2. Why do we need this information?

We would like to inform you of the fact that based on the IDF's justified interest, consisting of a service based on registered access to videos with documentary films (web streaming), we collect and further process your personal information for purposes of maintaining a documentary film database.

Without personal information provided for this purpose, we cannot:

- collect information for the database
- insert information into the database
- update information in the database
- present information in the database
- provide interested parties access to the database
- publish the database on the web
- organize activities using information from the database
- create catalogues for event participants activities

3. How do we use your information?

We protect personal information thoroughly. Personal information is processed both manually and in electronic information systems subject to physical, technical, and process checks. For purposes of data protection, we have set up safety mechanisms consisting of technical, organizational, and personnel-related measures.

The personal information you provide in order to receive information on documentary films and our activities are processed at IDF. No remote data processor or storage takes place, and all personal information is processed in the Czech Republic.

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No one else comes into contact with your personal information. The personal information we process may be made available in accordance with the law within the scope of special investigations to public authorities, and inspections and audits related to subsidies. No other third parties have access to your personal information.

4. How long do we keep your information?

According to our internal principles, we will keep the personal information you provide until a decision is made to stop maintaining the database. After that, its long-term storage will be negotiated with the national archive.

5. What are your rights?

Each individual whose personal information we process may request information regarding the processing of their personal information and access to it. In the event of a repeated request for information and a copy of the personal information we process, we have the right to ask for reasonable compensation of costs. In justified cases, such a request can also be rejected.

If you find or suspect that your personal information is being processed contrary to the protection of your private and personal life or contrary to the law, or if any of your personal information that we process is incorrect or complete, you have the right to ask for an explanation, and especially to ask us to correct this state of affairs, i.e. for correction, restriction, or deletion of your personal information, or you may raise an objection to the processing thereof.

To make a request, contact us via email at idf@dokweb.net or by writing to IDF's postal address. After prescribed identification of the individual making the request, we will inform you of how your request has been handled in accordance with relevant legal requirements by the statutory deadline.

If you would like to make a suggestion or complaint as regards how we have processed your personal information, please contact us via email at idf@dokweb.net or by writing to IDF's postal address. We will take your input seriously and will work with you towards its resolution.

If you continue to think that your personal information has not been handled adequately according to the law, you can lodge a complaint with the Office for Protection of Personal Information.