

# Protect your privacy!

Here are a few questions you need to know the answer to!

Go ahead and ask, you're entitled to know the answer!

- Are you sufficiently aware of who (institutions, firms, people etc.) processes your personal data?
- Is he required to do so by law, or does he do it with your consent or even without?
- Are the data concerning you accurate, true and up-to-date?
- Do you have a well-founded suspicion that someone is collecting your personal data unlawfully – without your consent?
- Do you feel that your privacy is violated in a way that suggests this is going on?
- Have you discovered that your personal data have been passed on to someone who has no right to know them?

**Demand that the person/organisation processing your data puts the situation right; if you do not succeed, contact the Office for Personal Data Protection. The Office will help you put the situation right and prevent further unauthorised infringements on your privacy.**

**Remember:  
Once you've lost your privacy,  
it's hard to get it back!**

## Office for Personal Data Protection

Pplk. Sochora 27, 170 00 Prague 7

Tel.: 234 665 111

Fax (submissions office): 234 665 444

e-mail: [posta@uouu.cz](mailto:posta@uouu.cz)

web: [www.uouu.cz](http://www.uouu.cz)

Legal consultation: 234 665 555

Press department: 234 554 286, 234 665 216

**Protection of personal data is the business of every citizen and every citizen is entitled to it**

## Personal data are the key to your privacy!

Protection of privacy is guaranteed by the Constitution of the Czech Republic and by the Charter of Fundamental Rights and Freedoms.

Your personal data are protected by Act no. 101/2000 Coll., on protection of personal data, which lays down the rules, principles, rights and obligations for handling personal data.

The personal data protection act safeguards your private and family life.

The increasing globalisation of today's information society and the possibilities offered by new communications and computer technology mean that every citizen's privacy is exposed to growing risks. That is why protection of personal data and privacy is one of the fundamental democratic principles for the third millennium.

## What do you need to know?

### Personal data

are pieces of information concerning your private life and may often disclose more than you wish to be known.

### Personal data

provide information about you, your likes and habits, your qualities or opinions, various aspects of your personality, your means. They also reveal what relationships you have with other people, as well as what your health is like and what lifestyle you lead. Combining different pieces of personal data makes it possible to create a picture of who you are and how you live.

### Any piece of information concerning your person is therefore your personal data.

Some personal data clearly distinguish you from other people – these are called identification data. Most frequently these are:

- name and surname
- your residential address
- your date of birth, birth number

Misuse of certain personal data can violate your privacy especially sensitively. We call these kind of data sensitive.

### Sensitive personal data inform about:

- national, racial or ethnic origin
- political attitudes
- membership of trade unions
- religious or philosophical belief
- criminal convictions
- health
- sex life
- unique biological features (biometric data – fingerprint, retina image etc., genetic characteristics)

If your personal data fall into unauthorised hands, it could even happen that someone might pretend to be you and cause you harm. This relatively new type of crime is called “identity theft” and is becoming more and more common in technologically developed countries.

## What else should you know?

### Under certain circumstances your personal data can be collected, stored, passed on or otherwise processed for various purposes.

Let us keep in mind the following:

Only true and accurate data may be processed.

Personal data may be processed only in accordance with the purpose for which they were collected (i.e. it must be stated in advance who, why and in what interest the data are being processed).

Only those personal data that are absolutely necessary for the stated purpose may be collected.

## What are your rights?

Processing your personal data may be authorised by a particular law (you have the right to know which law). Or your consent may be required for processing your personal data. When processing sensitive personal data this consent must be explicit (which means that you must consent with the processing of each piece of sensitive data). Consent means a free and conscious manifestation of your will, by which you grant consent with the processing of your personal data. Anyone asking this of you must prove that they have obtained your consent.

### You have the right to be informed:

- about all processed personal data concerning you;
- about how it is processed;
- about the scope and purpose of processing;
- about the address of the person/organisation processing your personal data;
- about any other persons/organisations your personal data is passed on to.

You are entitled to written information whenever you ask for it; you may be asked to pay for reasonable costs involved. If you discover that the personal data being processed are incorrect, you have the right to correct, add to or possibly delete your personal data being processed. Any restrictions to your rights in this matter must be laid down by law.

The Office for Personal Data Protection

- **performs supervision** of compliance with legally defined duties when processing personal data.

- **provides** consultation regarding protection of personal data.

Send your complaints regarding breach of the law on protection of personal data in writing to  
Office for Personal Data Protection  
Pplk. Sochora 27  
170 00 Prague 7

Or by e-mail to:

posta@uouu.cz

You will be notified in advance when the electronic submissions office is put into operation.

Or, by prior arrangement, your complaint will be recorded on-the-spot by the responsible employee of the Office.

The Office can punish breaches of the personal data protection act by imposing remedial measures and a fine of up to CZK 10 million.

Call the following number for concise answers to your questions about the law:  
234 665 555

You can also find diverse information, materials and points of interest regarding protection of personal data and privacy, and in particular the official opinions and standpoints of the Office, at the following web site:  
[www.uouu.cz](http://www.uouu.cz)