



## **PRINCIPLES OF PERSONAL DATA PROCESSING**

### **Introduction**

When you work with the Tereza Maxová Foundation you entrust your personal data to us. We do everything we can to make sure we do not betray your confidence. We would like to explain to you how we handle your personal data.

These principles apply to all donors and recipients of donations, as well as to all supporters of the Foundation and its TERIBEAR project, i.e. to everyone who is interested in our Foundation's activities.

### **Data controller**

The controller of the personal data is the Tereza Maxová Foundation, reg. no.: 28514319, registered address: Prague 1 - Staré Město, Jáchymova 26/2, postal code 11000, the Foundation is registered in the foundations register maintained by Prague City Court, section N, file no. 725 (the "**Foundation**"). If you want to contact us and ask us anything concerning personal data processing, you can use the following contact details:

Email: [info@terezamaxovadetem.cz](mailto:info@terezamaxovadetem.cz)

Tel.: + 420 257 474 529

Postal address: Nadace Terezy Maxové dětem, Lazarská Business Centre  
Lazarská 13/8, 120 00 Praha 2

### **How we collect data**

The Foundation collects the following categories of data:

#### **1. Data that you yourself provide**

Information provided on these occasions:

- when providing a donation or concluding a donation agreement;
- when applying for a grant or when concluding a grant agreement;
- when subscribing to the Foundation newsletter.

#### **2. Information from other sources**

Such sources include:

- publicly available sources, including public registers and the Internet, unless you provide this information yourself, although we need it to conclude a contractual relationship or to assess your request;
- information that we have received from third parties, such as your employer, work colleagues or business partners and which we need to perform a contractual relationship or to assess an applicant's request for a grant.



The Foundation can combine information collected from these sources with other information which is available to it.

## **How we use your data**

The Foundation uses the data it has collected for the following purposes:

### **1) We use donors' personal data for these purposes:**

- when recording donations we have received or been promised in order to comply with the legal obligations of sound management and accounting;
- when concluding and recording donation agreements;
- when issuing confirmation of donations to enable donors to have tax relief;
- when communicating in order to be able to personally acknowledge receipt of a donation, to thank our donors and inform them about how and whom their contribution has helped, or when giving information about the Foundation's activities;
- when publishing in the annual report the name and surname of a donor (and the amount of the donation) who has provided us with a donation worth more than 10,000 CZK, in order to meet our statutory obligation;
- when publishing in the annual report the name and surname of a donor (and the amount of the donation) who has provided us with a donation of up to 10,000 CZK, if the donor agrees to this;
- when publishing the names and surnames (and donation amount) of all our donors on our website if they agree to this;
- to investigate or settle disputes or legal claims relating to our Foundation's activities or in other cases permitted by applicable law;
- when compiling statistics.

### **2) We use the personal data of applicants for a Foundation grant for these purposes:**

- when assessing and evaluating applications to see whether an applicant is eligible for a grant;
- when communicating with them about their application and when giving information about the Foundation's activities.

### **3) We use the personal data of grant recipients for these purposes:**

- when concluding and recording contracts and the provision and receipt of Foundation grants;
- when checking how a grant is being used;
- when communicating with grant recipients about the use of the grant and when giving information about the Foundation's activities
- when recording the grants provided by the Foundation in order to comply with the legal obligations of sound management and accounting;
- when recording the recipients of Foundation grants to have an overview of whom we have already helped and how;
- when publishing in the annual report the name and surname of a grant recipient (and the amount of the grant) who has received a grant worth more than 10,000 CZK, in order to meet our statutory obligation;
- when publishing in the annual report the name and surname of a grant recipient (and the amount of the grant) who has received a grant of up to 10,000 CZK, if the recipient agrees to this;



- when publishing the names and surnames of all our recipients (and grant amount) on our website if they agree to this;
- when publishing photographs and stories if the grant recipient agrees to this;
- to investigate or settle disputes or legal claims relating to our Foundation's activities or in other cases permitted by applicable law;
- when compiling statistics.

**4) We use the personal data of our Foundation's supporters for these purposes:**

- When communicating with the Foundation's supporters to inform them about our activities and events, if they agree to this.

### **Sharing and forwarding of data**

The Foundation may share the collected data:

**1) With our partners**

The Foundation may provide personal data to its co-workers, suppliers, consultants, software providers, advisors and other service providers or business partners. We provide information to these parties only in cases where we need to ensure services that we cannot provide ourselves. **In any case, we do not disclose or sell your personal data to third parties for their own use.**

We would like to assure you that all the Foundation's partners are bound by a confidentiality obligation and that they comply with applicable laws governing the protection and processing of personal data.

**2) For legal reasons or in case of disputes**

The Foundation may share your data if required by law, regulations, management contracts, legal processes or state authorities:

- with the police and the courts, state authorities or other third parties if necessary to enforce our legal claims, if necessary to protect the rights or property of the Foundation or of third parties, or where there is a dispute regarding the Foundation's activities;
- with other parties in connection with the possible merger of the Foundation, the sale of property, the consolidation or restructuring, financing or transfer of the Foundation or part thereof to a third party.

**3) With your consent**

The Foundation may also share your data in other ways if it notifies you and you give your consent.

### **Your rights in connection with the processing of personal data**

**1. Storage and erasure of data**

We will store your personal data for the duration of your contractual relationship with the Foundation and for the duration of legal archiving periods. In order to communicate with you we usually use your personal data for one (1) year from the last contact, unless you



have given us your consent to a longer processing period. The Foundation will erase your data or render it anonymous immediately after you ask us to do so (except for the cases specified below).

If the law allows, the Foundation may store certain data also after the storage period, in the following cases:

- if the Foundation is resolving a problem with you, such as an unresolved dispute or legal claim;
- if required by law, or if we store this data in aggregated or anonymous form;
- if we require such data for legitimate purposes.

## **2. Access to your data**

You may contact us at any time free of charge to inquire whether we process your personal data and, if so, request detailed information about this processing. You can use any of the Foundation's contact details for this purpose.

## **3. A change to your data or an error in the data**

If, during your cooperation with the Foundation, there is any change to your personal data, such as a change of name, change of registered or home address or e-mail address or phone number, or if you find that we are working with your outdated or erroneous data, please let us know as soon as possible. You can use any of the Foundation's contact details for this purpose.

## **4. Restriction of processing**

If you believe that:

- we are processing your inaccurate data,
- the processing of your data is illegal and you do not want all your data erased,
- we no longer need your data for the above purposes but you would like to use them to defend your legal claims, for example in judicial proceedings,
- our messages are bothering you even though we thought you might be interested in them,

you may ask us to restrict the processing of only some of your personal data or only for some processing purposes.

## **5. Data portability**

You may contact us at any time to transfer your data, which is available to us, to a third party of your choice.

## **6. Complaint to the Office for Personal Data Protection**

If you believe that we are handling your data in violation of the law, you may make a complaint to the Office For Personal Data Protection at any time.

**Valid from:** 25 May 2018