



BIOCEV

THE BIOTECHNOLOGY AND BIOMEDICINE CENTRE
OF THE ACADEMY OF SCIENCES AND CHARLES
UNIVERSITY
IN VESTEC

Annex No. 4

Personal Data Processing in the BIOCEV Centre with Respect to the BIOCEV Project Administration

- The BIOCEV project co-funded from the OP RDI is in its sustainability period now (until 31 December 2020);
- All operations made within the sustainability period are based on two basic documents:
 - o Decision No. 0109/02/01 to Provide a Grant and subsequent amendments No. 1 through 7;
 - o the Manual for Beneficiaries of the Operational Programme Research and Development for Innovation 2007-2013, version 4.0;
 - o Other guidance notes of the OP RDI.
- During the sustainability period, monitoring reports are prepared within supported project registration No. CZ.1.05/1.1.00/02.0109 where the following personal data is processed:
 - o name and surname,
 - o job position,
 - o FTE with BIOCEV,
 - o highest education,
 - o achieved research results,
 - o photographs,
 - o other data contained in employment contract.
- In the project, personal data processors are the BIOCEV project partners and the data is transmitted to the Ministry of Education, Youth and Sports of the Czech Republic in the position of the controller.
- The data is processed by and stored with individual project partners on BIOCEV servers and in the archives located in the administrative portion of the BIOCEV Centre building;
- Pursuant to the above decision, data must be archived for a minimum period of 3 years following 1 January of the year in which the OP RDI is closed (i.e. at least until the end of 2021);
- Further data archiving obligations are based on the following regulations:
 - o Act No 563/1991 Coll., on Accounting, as amended;
 - o Act No. 235/2004 Coll., on Value Added Tax, as amended;
 - o Act No. 589/1992 Coll., on Social Security Insurance and State Employment, as amended;
 - o Act No. 592/1992 Coll., on General Health Insurance Contributions, as amended;
 - o Act No. 499/2004 Coll., on Archives and Records Service and on Amendments to Certain Acts, as amended;
 - o Regulation No. 259/2012 Coll., on Details Concerning the Provision of Record Service.

